**Facilities Manager**

**Job Description**

**About the Unicorn**

***We create new, inventive and enthralling performances for every stage of childhood. We believe in the imaginative power of theatre to transform young lives.***

We are the largest children’s theatre in the UK, specialising in developing new devised and written shows alongside adaptations of classic texts, offering an innovative and inspiring year-round programme of sector-leading theatre for children.

Our purpose-built home at London Bridge (opened in 2005) is a creative and welcoming space designed with and for young people. Our building comprises two theatre spaces (Weston Theatre at around 290-seat capacity and Clore Theatre at around 90-seat capacity) plus two rehearsal spaces, along with backstage set, prop and costume facilities. We produce and present a thrilling and varied programme, exploring stories, ideas and themes that enrich and broaden children’s view of the world. We welcome 65,000 families and schools every year, reaching thousands more via Unicorn Online.

The Unicorn has a turnover of around £2.8 million. In a regular year, over 20% of income comes from Box Office – with almost all tickets being sold to children at concessionary rates – and we raise a similar amount from fundraising.

We believe that young people of all ages, perspectives and abilities have the right to access exciting, entertaining and inspiring work - we want all children to experience our theatre and actively seek out children wouldn’t otherwise attend. The theatre’s audiences are broadly defined as families and schools, and the theatre plays to all ages from six months to 13 years. We maintain a strong commitment to representing diversity in our audiences, as well as on our stages, and we prioritise accessibility and inclusion across our organisation.

During the coronavirus pandemic, we innovated in new forms of digital theatre and are proud to have been able to offer high quality, creative and award-winning online theatre experiences for free. Digital theatre is now a part of our future strategy and firmly embedded in our mission.

**Mission, Vision and Values**

The Unicorn is the UK’s leading theatre for young audiences. We believe that all children deserve to have access to the arts, regardless of their circumstances and our mission is to transform young lives through theatre by:

* Creating innovative and outstanding theatre for children aged up to 13 years.
* Supporting artists to make work with ambition, integrity and hope.
* Encouraging children to question and explore the world through stories; developing empathy, understanding and imagination.
* Collaborating with children in schools and communities to inform our practice, and inspiring children to fulfil their potential through creative projects with inventive theatre-makers.
* Extending our reach through online theatre experiences, national and international partnerships and subsidised tickets.
* Recognising that climate action is vital to protecting children’s futures, and actively reducing our environmental impact on the planet.
* Believing in equality, diversity and inclusion; we take action to advocate for, and promote the rights of children.

Our values are curiosity, courage and respect.

**Structure of the Unicorn**

The Unicorn was founded in 1947 by Caryl Jenner, who took theatre around the country to children. Jenner’s original aim was that: ‘the best of theatre for children should be judged on the same high standards of writing, directing, acting and design as the best of adult theatre’, a value which still holds very much true today. The Unicorn is crucial to the national theatre ecology, and is a beacon for all theatre for children; we are local, national and international in the work we make and the artists we make it with.

The Unicorn has recently undergone a period of extensive change, propelled by the coronavirus pandemic. Under a newly formed Executive team of Justin Audibert (Artistic Director) Helen Tovey and Bailey Lock (Co-Executive Directors), and with the appointment of a new Chair of the Board of Trustees, in March 2021, the Unicorn is emerging as a company with a renewed artistic focus and a vision to transform the lives of young people through theatre.

We are building a community of creative children through our productions, digital experiences and engagement programme. Our work has three core creative outcomes:

* Live Productions: Our live productions on our home and partner stages, created by diverse and exciting artists for children aged 0 -13 years old.
* Digital: Our innovative digital theatre experiences programme *Unicorn Online*, for local, national and global audiences.
* Engagement: Our engagement programme, including co-creation and co-design partnerships, actively develops and supports the individual creative lives of our audiences, participants and collaborators.

**Facilities Manager**

**Role Summary:**

With the support of the Production & Technical Director, to lead on the day to day provision of all building services and contracts, making sure that the Unicorn building meets the needs of all its users as efficiently, safely, and cost-effectively as possible whilst ensuring compliance with Health and Safety regulations, all licensing requirements, and the sustainability aims of the Unicorn Theatre.

**Reporting to:** Production & Technical Director

**Responsible for:** Supervision of contractors

**Works closely with:** Technical Manager

 General Manager

 Visitor Experience Manager

**Liaises with:** Technicians

 Stage Door Team

**Key Responsibilities:**

* To liaise with the Stage Door team, who are responsible for opening and securing the building each day, to ensure regular and statutory building monitoring tasks are completed, to create and supervise systems to ensure that all tasks are logged and monitored e.g. fire extinguisher checks, fire alarm and refuge system testing, emergency and building lighting checks, exit routes, fault reporting etc.
* To lead refresher training sessions for the Stage Door team to familiarise them with the building’s systems e.g. fire and security systems, CCTV, refuge systems etc
* To act as first response to any building emergencies such as leaks, power outages, heating loss, fire alarms, and basic plumbing issues.
* Planned and preventative maintenance: proactively undertake any general repairs and redecoration (including doors, hardware, fixtures, basic plumbing, and replacement of routine consumables), schedule maintenance activities and liaise with and supervise third party sub-contractors.
* Ensure regular statutory tests and inspections are completed on a regular basis e.g. lamp rounds, fire and security systems, PAT and emergency lighting. Monitoring building control systems to ensure services are performing appropriately
* Reactive maintenance: monitor facilities, log breakdowns, schedule and undertake work or supervise third party sub-contractors as required
* Ensure that all CCTV equipment is operational throughout all theatre buildings in order to meet the Theatre’s Data Protection, security and insurance requirements
* Under the direction of the Production and Technical Director, schedule and monitor building maintenance contracts e.g. security and fire alarms, refuge systems, fire extinguishers, CCTV, plant and associated equipment, gas and electrical systems, gas compliance and electrical safety inspections, lifts and water testing. To ensure that all certification and paperwork is regularly monitored, logged, and maintained, and to attend regular monitoring meetings
* To lead on the BMS software systems for maintaining and monitoring HVAC systems for the theatre, as well as weekly BMS programing to ensure the most efficient use of HVAC systems.
* To ensure that all maintenance work carried out abides by? health and safety legislation, implementing safe systems of work as required, in particular within public areas
* Maintain up to date knowledge of relevant health and safety legislation, ensuring all work on the premises is carried out safely and that the premises are safe for the use for which they are intended, as per the Unicorn Theatre’s Health and Safety Policy and Safety Arrangements.
* As directed by the Production and Technical Director, to create and monitor risk assessments relevant to the buildings activities and to monitor compliance with approved risk assessments and method statements by third party contractors reporting any issues to the Production and Technical Director
* To support and ensure compliance with the Unicorn’s environmental policy looking at means to ensure best practice, and proactively researching ways to reduce the building’s environmental footprint.
* Assist with evacuations and evacuation training as necessary
* To work with the Technical Manager to allocate and supervise technical staff in the completion of both planned and reactive maintenance as production schedules allow.
* On occasion, supervise the premises when they are used by the Unicorn or by external hirers outside normal working hours e.g. evenings and weekends
* To work with the Technical Manager on the set up of the building for each day’s activities, including portering duties (e.g. furniture and equipment) and basic technical duties (e.g. laptop and projector)
* To provide basic construction services/technical support to other Unicorn departments e.g. Front of House foyer installations
* To ensure stocks of all necessary maintenance, cleaning and sanitising supplies and equipment
* To prepare reports on maintenance issues including budgeting and costing as required by the Production and Technical Director
* Authorise and sign off invoices on satisfactory completion of works within agreed budgets, and maintain the Facilities budget ledger.
* Alongside the General Manager and Production and Technical Director, liaise and coordinate with the estates team at More London.
* To attend all Health and Safety meetings, and any other staff meetings as required
* Interest in and engagement with the wider cultural life of the Unicorn Theatre, active support of press nights and company-wide events.
* Any other duties considered reasonable by the line manager

This role is responsible for the management of the following systems:

HVAC (heating, ventilation, cooling)

Fire Alarm

Security (Door access, CCTV, Intruder Alarm, keys)

Electrical (Main building intake and distribution)

Plumbing (water supplies, drainage)

Access (Lifts, doors, shutters)

Building Management System

General Maintenance (carpentry, painting, fixings)

IT and Networking

This job description is a guide to the nature of the work required of this position and is not wholly definitive. It is anticipated that aspects of the role may change and further develop to best suit the needs and users of the Unicorn.

**Person Specification**

**Qualifications:**

* Qualification in building maintenance, facilities management or related field, or demonstrable on the job experience.
* Qualification in Health and Safety Management ie. IOSH Managing Safely Certificate, NCRQ Level 3 Safety for Managers or similar
* PAL card (desirable)
* Full clean driving licence

**Knowledge and Experience**:

* At least two years’ experience in a similar role
* Practical knowledge of building maintenance
* Good knowledge of maintenance contract management
* Solid understanding of Health and Safety
* Experience preparing and implementing risk assessments
* Experience managing budgets, costing and forecasting projects
* Experience of contractor procurement, management and supervision
* Experience with Permit to Work systems

**Personal Qualities**:

* Practical and adaptable able to respond to situations as they arise
* Proven interest in sustainability and reducing environmental impact
* Attention to detail
* Methodical and thorough with the ability to set up and implement systems of working
* High standards of work and professionalism especially around provision of public services
* Proactive attitude and good problem solving skills
* Ability to prioritise in a busy environment
* Willingness and ability to work as part of a team
* Ability to motivate and manage a variety of team members, contractors and other stakeholders
* An interest in the performing arts

To apply for this post, please fill in the Application Form, which includes an Equal Opportunities monitoring form, and email it to jobs@unicorntheatre.com.

**Salary:** £28,000 per annum. We will consider applications for flexible working, and job-sharing.

**Contract:** Full-time, permanent. We will consider applications for flexible working, and job-sharing.

Three-month probationary period. Annual leave allowance is 25 days per annum, plus Bank Holidays. Unicorn staff are auto-enrolled into the NEST pension scheme. Notice period is one month during the probationary period (on either side), thereafter 2 months.

**Closing date for applications:** Midday, Monday 22 August 2022

 **Interviews:** Friday 26 August 2022

Because of the nature of this role, our preference would be that interviews take place in-person at the Unicorn Theatre; this will give candidates an important chance to see the building they’ll be working with. Zoom interviews are also a possibility.

A second interview may take place the following week.

If you need this information in an alternative format, please contact jobs@unicorntheatre.com in the first instance.

The Unicorn Theatre is supported using public funding by Arts Council England. We are committed to being an equal opportunities employer. We particularly encourage applications from Black candidates, and candidates from diverse ethnic backgrounds, as these groups are underrepresented in our organisation as well as the wider theatre sector.

All candidates who identify as disabled and demonstrate that they meet the essential criteria will be invited for an interview, in line with the Equalities Act 2010.

 

