

# Facilities Manager Job Description

## Role Summary

We're looking for an enthusiastic, committed and reliable person to manage maintenance and facilities at the Unicorn.

Supported by the Technical & Production Director, you will 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. You will ensure compliance with Health & Safety regulations and all licensing requirements.

You will liaise with a wide range of building contractors, as well as addressing maintenance issues yourself, both reactive and preventative. You'll make sure staff and other building users have the equipment they need to work effectively and comfortably, setting up rooms for hires and internal events as needed.

You will be a Safety Officer for the building, taking a duty management role on a roster with other staff members when we are between shows. You will be an active member of the Health & Safety Committee, contributing ideas on workflow and best practice. The Facilities Manager is a key role in delivering our Sustainability Action Plan, ensuring efficient energy management, and sustainable procurement of the things we need.

**Reporting to:** Technical & Production Director

**Responsible for:** Supervision of external contractors

**Working with:** Technical Manager, General Manager, Front of House Manager, Stage Door Team, Technicians.

## Key Responsibilities:

- To act as first response to any building emergencies such as leaks, power outages, heating loss, fire alarms, and basic plumbing issues.
- Reactive maintenance: monitor facilities, log breakdowns, schedule and undertake work or supervise third party sub-contractors as required
- 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.
- Set up of the building for each day's activities / hires, including portering duties (e.g. furniture and equipment) and basic technical duties (e.g. laptop and

projector), supported by the Technical and Front of House Teams where appropriate.

- 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 Technical & Production 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 Building Management System (BMS) software systems for maintaining and monitoring HVAC systems for the theatre, as well as weekly BMS programming to ensure the most efficient use of HVAC systems.
- To ensure that all maintenance work carried out abides by Health & Safety legislation, implementing safe systems of work as required, in particular within public areas.
- Maintain up to date knowledge of relevant Health & 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 & Safety Policy and Safety Arrangements.
- As directed by the Technical & Production Director, 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 Technical & Production Director.
- To support compliance with the Unicorn's Sustainability Policy, and delivery of the annual Sustainability Action Plan. Interrogate methods to ensure best practice, and proactively research ways to reduce the building's environmental footprint.
- Act as Safety Officer: assist with evacuations and evacuation training as necessary, be a First Aider on duty, take responsibility in Invac / lockdown situations (training will be given).
- 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.
- 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 work with the Technical Manager to allocate technical staff in the completion of both planned and reactive maintenance as production schedules allow.
- To ensure stocks of all necessary maintenance, cleaning and sanitising supplies and equipment.
- To report on maintenance issues including budgeting and costing as required by the Technical & Production 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 Technical & Production Director, liaise and coordinate with the Estates Team at London Bridge City (More London).
- Attend Health & Safety Committee meetings, and any other staff meetings as required.
- Engage with the wider cultural life of the Unicorn Theatre, supporting Press Performances and other company-wide events.

#### **Person Specification:**

##### ***Essential***

- Practical knowledge of building maintenance OR a qualification in building maintenance
- Practical and adaptable; able to respond to situations as they arise with good time management skills
- Knowledge and practical experience of relevant Health & Safety regulations, and the implementation and monitoring of safe working practices
- Practical experience of maintenance contract management, and supervision of external contractors
- Interest in sustainability and reducing a building's environmental impact
- Experience of managing a budget ledger and managing costs
- A commitment to diversity and equality of opportunity

##### ***Desirable***

- Experience preparing and implementing Risk Assessments
- Qualification in Health & Safety Management ie. IOSH Managing Safely Certificate, NCRQ Level 3 Safety for Managers or similar
- First Aid trained (full training can be given)
- Fire Warden trained (full training can be given)

---

## **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 that we make it with.

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.
- 

## How to Apply

To apply for this post, please email us:

- Your CV
- A covering letter - this can be in writing, or presented as a short video (submit videos via WeTransfer). In it you should outline how your skills and experience match the requirements of the Job Description and Person Specification, and outline your interest in the role and the Unicorn (approx. 600 words).
- Our Equal Opportunities Monitoring Form (tick boxes)
- Our Additional Information Form (tick boxes)

to [jobs@unicorntheatre.com](mailto:jobs@unicorntheatre.com).

**Salary:** £30,000 per annum.

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

3 month probationary period. Annual leave allowance is 25 days, plus Bank Holidays. Unicorn staff are auto-enrolled into the NEST pension scheme.

**Closing date for applications:** Midday, Friday 16 June 2023

**First Interviews:** Monday 26 June 2023

**Second Interviews:** Wednesday 28 June 2023

Our ideal start date for this role would be w/c 4 September 2023.

Because of the nature of this role, we would hope to meet in-person at the Unicorn building for interviews. If this is not possible, a Zoom interview can be arranged.

If you need this information in an alternative format, please contact [jobs@unicorntheatre.com](mailto:jobs@unicorntheatre.com) in the first instance.

We are committed to being an equal opportunities employer and actively encourage people from a wide variety of backgrounds, experience and skills to join us and influence and develop our working practice. We particularly encourage applications from Black candidates, and candidates from diverse ethnic backgrounds, and those who self-identify as disabled.

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.

The Unicorn Theatre is supported using public funding by Arts Council England.



Supported using public funding by

**ARTS COUNCIL  
ENGLAND**