



## **Building Services Technician**

### **About Sadler's Wells**

Sadler's Wells is a world-leading creative organisation, dedicated to presenting, producing and touring dance made today in all its forms. Sadler's Wells commissions, presents and produces more dance than any other theatre in the world – from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. With an innovative, year-round programme of performances and learning activities, this is the place where artists come together to create dance, and where we welcome everyone to experience dance and be inspired.

Our aim is to reflect and respond to the world through dance: enabling artists of all backgrounds to create dance that moves us and opens our minds; sharing those experiences with the widest possible audiences to enrich their lives and deepen their understanding of what it means to be human.

Over half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world. Sadler's Wells Theatre has been located in Islington since the 17<sup>th</sup> century. Our modern day theatre comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' staff.

Our second theatre building and West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

### **Future Plans**

Plans are underway for the development of a fourth venue in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space will be located on the Stratford Waterfront site, opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum. The site will form part of a new cultural and education district, which will also include a major new University College London (UCL) campus and have direct links to the creative communities already based in east London.

Sadler's Wells' new space will house a 550-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop academy, all planned to open at the end of 2022.

## **The Department**

Building Services is part of the Visitor Experience Department. The role of the Visitor Experience Department is to create a consistent and exceptional visitor experience throughout our venues that reflects and enhances the organisation's vision.

The department is led by the Head of Visitor Experience, and consists of the following areas, Security, Cleaning and Housekeeping, Building Services, Front of House and Stage Door.

## **The Role**

The Building Services Technician will be based at Sadler's Wells and report to the Building Services Manager.

## **Key responsibilities**

All members of the facilities team are responsible for maintaining the Sadler's Wells building and any other spaces rented or leased by the Trust and are required to perform the following duties in addition to any special responsibilities they are allocated:

- Contribute to the provision of general maintenance and building services as required
- Supervise the work of trade contractors as required
- Participate in duty roster as fire warden and be on call to deal with emergencies
- Maximise income and minimise expenditure without loss of quality in all areas of responsibility
- Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours
- Undertake other duties as may be reasonably required
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equality, Diversity and Inclusion and Health and Safety Policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premises

*THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.*

### **What we are looking for**

The successful applicant will demonstrate the following skills, experience, and personal qualities:

#### **Essential**

- Electrical and mechanical experience
- Excellent painting skills
- Building services experience
- Computer literate with knowledge of BMS systems
- Experience in Portable Appliance Testing and associated software
- Ability to play an active role in the company's emergency procedures
- Commitment to providing high standards of customer care
- Team player with a can do attitude
- Able to work unsupervised
- Adaptable, resourceful and flexible, often required to respond to tight deadlines at short notice
- Able and willing to work unsociable hours and be on call when required
- Flexible in working practices, particularly in the operational support of Sadler's Wells Theatre

#### **Desirable**

- City & Guilds/NVQ or other relevant qualifications
- Experience in the theatre/leisure industry or buildings open to the public
- Experience of electrical engineering
- Any other building services related skills i.e. joinery, plumbing, welding, etc
- Job related health and safety experience or qualifications
- Core skill in one or more construction disciplines
- First aider
- Fire training/fire warden

## **Terms and conditions**

Salary circa £26,000 per annum, based on working 35 hours over any five days out of seven, plus an additional paid meal break each day

Working hours vary according to the rota, start times can be from 7am, and end times can be up to 10pm depending on the rota pattern and operational needs of the organisation. Days off in lieu will be rostered for any changes in shift pattern as a result of operational needs or department requirements.

Annual leave entitlement is 5 weeks for each Holiday Year. If you complete five years' service with the Trust, your holiday entitlement will increase to 5.6 weeks per annum

If you are an eligible job holder, you will be automatically enrolled into Sadler's Wells Trust Ltd. pension scheme

The company offers interest-free season ticket loans

The company has a Death in Service insurance policy covering twice the annual salary

The company offers a Cycle to Work salary sacrifice scheme

The company encourages attendance of performances at both theatres with a discretionary allocation of tickets to employees (subject to availability)

## **Making an application**

A Job Description and Person Specification are included in this document. Read this carefully and if you are still interested in applying for the position shown above, please complete the online application form.

Further guidance on completing your application form can be found via the link below

[Applying for vacancies at Sadler's Wells](#)

**Please submit the online application form by 11.59pm on Wednesday 23 January 2019. Late applications will not be considered.**

**Interviews will take place on week commencing Monday 28 January 2019.**

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