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Sadler's Wells

**Housekeeping Porter**

(minimum 25hrs per week)



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## Welcome

*Thank you for your interest in joining Sadler's Wells. We hope that it will be a great opportunity for you in your own career.*

Sadler's Wells holds fast today to the vision that Lilian Baylis instilled here almost a century ago: that great art should belong to everybody. Our mission is to make and create dance that inspires us all, and our vision is to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

When artists and audiences talk about Sadler's Wells, they use the words: 'innovative, exciting and risk-taking'. Trying new things is part of our core purpose, and it's more important today than it has ever been.

This is an exciting and complex time in the theatre's history as we recover from the impact the coronavirus pandemic has had on our business model and work towards opening a fourth venue in Queen Elizabeth Olympic Park in east London in 2023.

This role offers you the opportunity to bring your ideas, passion, knowledge and experience to Sadler's Wells. In return, the successful candidate will be part of a strong and supportive team in a world class arts organisation.



## The Role

The role will involve setting up and packing away rooms for events. This includes moving furniture, setting up chairs, tables, flipcharts, and bar furniture and moving these items between function, cleaning the facilities and collecting waste during show time.

The Housekeeping Porter reports to the Housekeeping Manager.

The Housekeeping Porter will be asked to work a minimum of 25 hours per week over five days (this includes weekends and bank holidays). Shift patterns include: 2-7pm and 5-10pm. **Please note that this vacancy will work at Sadler's Wells in Angel with flexibility to work at the Peacock Theatre in Holborn.**

## What are my responsibilities?

- Set up furniture for events
- Assist changeovers between events and pack down at the end of an event.
- Store furniture safely at the end of each event
- Keep furniture store cupboards clean, tidy and accessible.
- Work with the Housekeeping Team to maintain an excellent cleaning standard across the facility
- Carry out porter duties including the moving of parcels from Stage Door to required locations as directed
- Assist with weekly poster changes
- Assist with the emptying waste and recycling from the building and ensure correct procedures are followed in our recycling and waste stores
- General cleaning such as cleaning up spillages and other duties as requested.
- Maintaining all facilities in a good standard.
- Work closely with other members of the team to ensure the premises and facilities are maintained in good working order
- Follow Sadler's Wells cleaning practices
- Reporting of any maintenance issues to the Supervisors on a timely basis
- Inform the Supervisors of any shortage of cleaning materials
- Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours
- Maximise income and minimise expenditure without loss of quality in all areas of responsibility.
- 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' premise

*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.*

## Who should apply?

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

### Skills and Experience

#### Essential:

- Punctual and reliable
- Able to work under pressure
- A team player
- A willingness to learn and have required training such as manual handling and COSHH
- Flexibility to work across both of the Sadler's Wells venues (in Angel and Holborn)
- Able to work evenings, weekends and bank holidays.
- You'll have the right to work in the UK.

#### Additional, but not essential:

- Experience of working as a porter
- Experience and knowledge of COSHH and safe working practices



## Why work for us?

You will be a key part of our mission to make and share dance that inspires us all and delivering our vision to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

- You will be offered a salary of £14,365 per annum (£11.05 per hour) based on working 25 hours per week. This will be 5 hours a day, 5 days a week.
- You will get 25 days annual leave per annum (pro rata), with an additional three days after five years' service
- You will be enrolled into the Sadler's Wells Trust Ltd. pension scheme
- You will have access to our comprehensive Employee Assistance Programme (EAP) to support your wellbeing
- You will engage in learning and project opportunities to develop personally and professionally, and support your career journey
- You can access an interest-free Season Ticket Loan and a Cycle to Work salary sacrifice scheme
- You will be eligible for a death in service insurance policy covering twice your annual salary
- You will be encouraged to attend performances at both theatres with a discretionary allocation of tickets to employees (subject to availability), and a staff discount at the Garden Court Café
- We welcome everyone through our doors and encourage and enable people to be the best versions of themselves and to feel confident and capable in their roles
- We celebrate diversity in the dance we share and showcase, and in our workplace. We are working hard to be more inclusive and increasing access both on stage and off and have a number of anti-racism commitments to make lasting changes in the way we work

### Making an application

A Job Description and Person Specification are included in this document. If after reading you are still interested in applying, please find further details and apply with your CV [here](#).

If you would like support or have any queries regarding the format or submission of the application, please contact us on [recruitment@sadlerswells.com](mailto:recruitment@sadlerswells.com).

We therefore welcome applications from people from all backgrounds who feel they align with our mission, vision and values. We are international and multicultural on our stages, and we want to reflect that in our organisation. By celebrating difference and incorporating diverse points of view and experiences, we can become closer to our artists, audiences and the communities we serve.

We are proud to be a Disability Confident employer meaning we have been certified by the government as actively taking steps to attract, recruit and retain disabled workers. We understand that some disabled colleagues will need adjustments to help them perform to the best of their ability – these can be changes to the built environment and furniture, the tools and technology they use in doing their job, aspects of the role, ongoing support or working arrangements.

Sadler's Wells also works collaboratively with Parents in Performing Arts (PiPA) in efforts to support parents and carers within the industry.

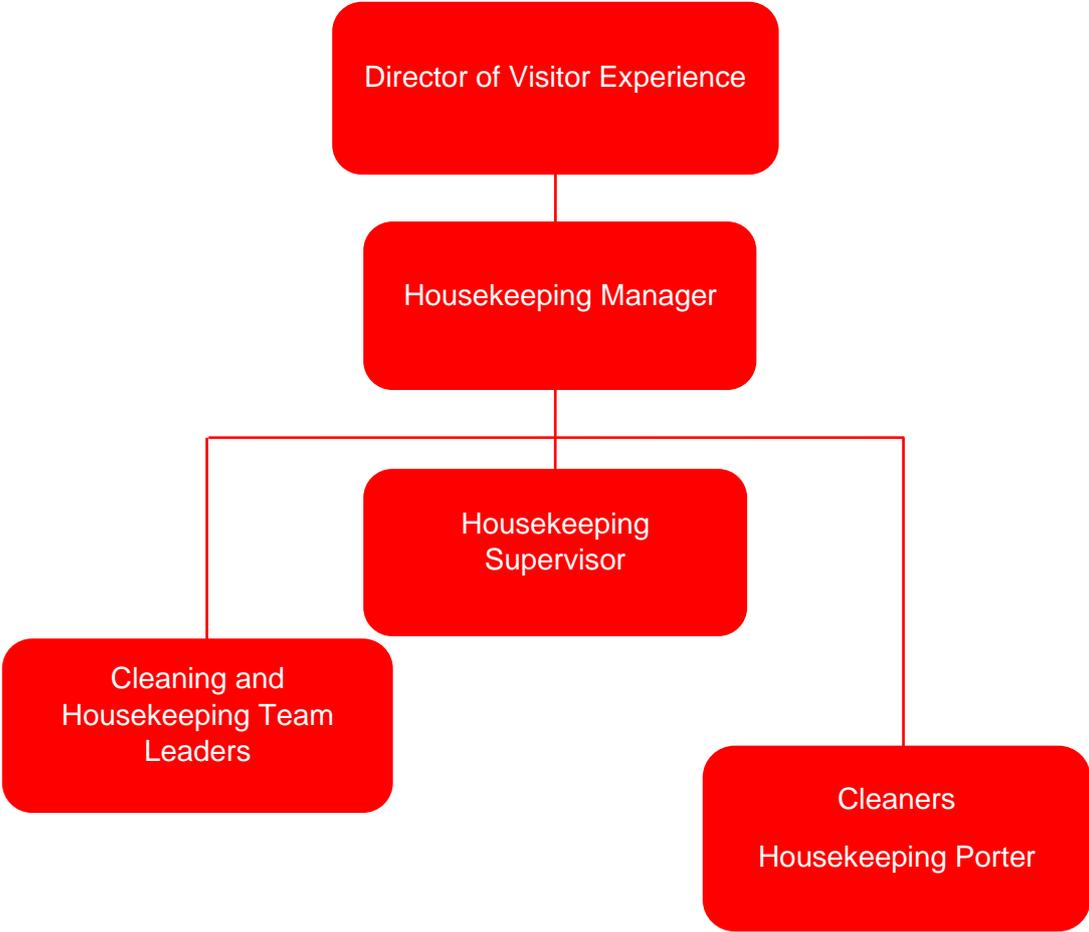
**This is an ongoing vacancy and we aim to contact candidates on an ad-hoc basis. Once suitable candidates are appointed, this vacancy will close without further notice.**

# The Department

Cleaning and Housekeeping 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 Director of Visitor Experience, and consists of the following areas, Building Services, Security, Cleaning and Housekeeping, Front of House and Stage Door.

**The Cleaning and Housekeeping department:**



## Background Information

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.

In normal times, 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 17th 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' colleagues.

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 theatre academy, all planned to open by the end of 2023.