

**PLAY
TO THE
CROWD**

Arts & Education Charity
Winchester



Join the family

**Job Pack:
Deputy Site Manager**



“The team at the theatre are organised, professional, and very welcoming. We felt at home.”



“I can't imagine our community without Theatre Royal Winchester, the extraordinary Hat Fair or Playmakers.”



Hello and welcome

We are delighted you are interested in coming to work with us at Play to the Crowd.

We are a fantastic arts and education charity based in Winchester, Hampshire, with a friendly, committed core team of about 25 people with a further 25 or so in the broader casual team as well as many volunteers.

People say they love working with us because they feel part of a family and everyone pulls together in a supportive environment to make wonderful, memorable experiences for our audiences and participants.

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About this role

The Deputy Site Manager is a newly created position within the Play to the Crowd team. It's a part-time, permanent position (22 hours per week) with a salary of £23,409 rising to £25,839 pro rata, depending on length of service.

The Deputy Site Manager takes responsibility for ensuring the cleanliness of the building is kept to the highest standards. The role also supports the Site Manager in the care and maintenance of Play to the Crowd's leased premises, principally Theatre Royal Winchester, on Jewry Street, Winchester.



What you will do

Cleaning

- Supervise all daily cleaning tasks to the standards specified and in a timely fashion to ensure the building is ready for public use each day
- Respond promptly to any cleaning issues raised by members of the Play to the Crowd team
- Supervise the work of any casual or contract cleaning staff

Maintenance

- Support the Site Manager in undertaking routine and responsive maintenance, checks and tests
- Receive training and develop skills from the Site Manager to enable more advanced maintenance to be undertaken
- Support the Site Manager in making building improvements including redecoration
- Maintain any logs and records of site checks (e.g. water temperatures, fire checks, health and safety walk arounds)
- Support the Site Manager in supervising external contractors and managing restoration and construction projects

Please Note: You will NEVER be asked or expected to work on maintenance of systems that require qualified persons to work on them (electric, gas etc).

“Play to the Crowd offers glorious theatrical opportunities and experiences that enrich us all.”



What you will do

Administration

- Support and deputise for the Site Manager in ensuring the health, safety and security of the building
- Deputise for the Site Manager at meetings and in liaising with external contractors and suppliers
- Be aware of relevant risk assessments and help the Site Manager keep these updated
- Receive and check deliveries of housekeeping consumables and carry out regular stock checks
- Complete a maintenance log
- Be a key holder for the building and be prepared to open up and to alarm as required
- Complete any required training

General

- Champion the organisation's values and act as an advocate for the organisation with the public and key stakeholders
- Adhere to organisational policies and procedures and carry out all tasks to the highest standards in accordance with best practice
- Actively support the organisation's action plans in respect of inclusion and equality
- Comply with the company's Health and Safety policy at all times
- Undertake any other duties as reasonably requested, which may include heavy lifting.



What you will bring

Knowledge, experience and skills

Essential

- Able to work at height
- Team player
- Able to work under pressure and to time
- Attention to detail
- Pride in own work
- Communication skills
- Problem solving and initiative
- Good practical skills
- Quick learner
- Adaptability and flexibility
- Able to work early mornings and weekends as required

Desirable

- Previous experience of cleaning public buildings
- Previous caretaking or maintenance experience in a work context
- Understanding of health and safety and COSHH
- Previous experience within construction trades – carpentry, electrical, plumbing etc
- Passion for the arts and/or working for a charity



Job details

Job title: Deputy Site Manager

Reports to: Site Manager

Contract: Permanent, part-time

Salary: £23,409 rising to £25,839 pro rata depending on length of service

Hours: 22 hours per week (FT = 36 hours/week) - will require weekend and flexible working

Location: Theatre Royal Winchester, Winchester, Hampshire

Holiday: 25 days annual leave plus bank holidays, increasing by 1 day a year up to 30 days plus bank holidays (pro-rata for part-time employees)

Benefits:

- Contributory pension
- Employee Assistance Programme
- Access to complimentary theatre tickets
- Free membership of Play to the Crowd
- Bar discounts
- Discounts at local hairdresser
- Access to local gym

How to apply

Deadline for applications: Mon 2 September, 9am

Interview dates scheduled: TBC

Please download an application form from playtothecrowd.co.uk/jobs

If you want to know more or for an informal chat about the role please contact dan@playtothecrowd.co.uk

Play to the Crowd is an equal opportunities employer and welcomes applications from people from the widest possible diversity of backgrounds, cultures and experiences.



About us

Play to the Crowd is an arts and education charity which consists of:

- **Theatre Royal Winchester**, our lovely 400 seat heritage theatre with a busy, diverse programme and our own annual pantomime production.
- **Hat Fair**, our famous International Outdoor Arts Festival.
- **Playmakers**, all our creative participatory work with and for young people and communities.

The charity also has a wholly owned trading subsidiary called – wait for it – Trade to the Crowd!

We are proud to connect with over 150,000 people each year and turnover approximately £2m a year of which over 90% is earned or fundraised income.

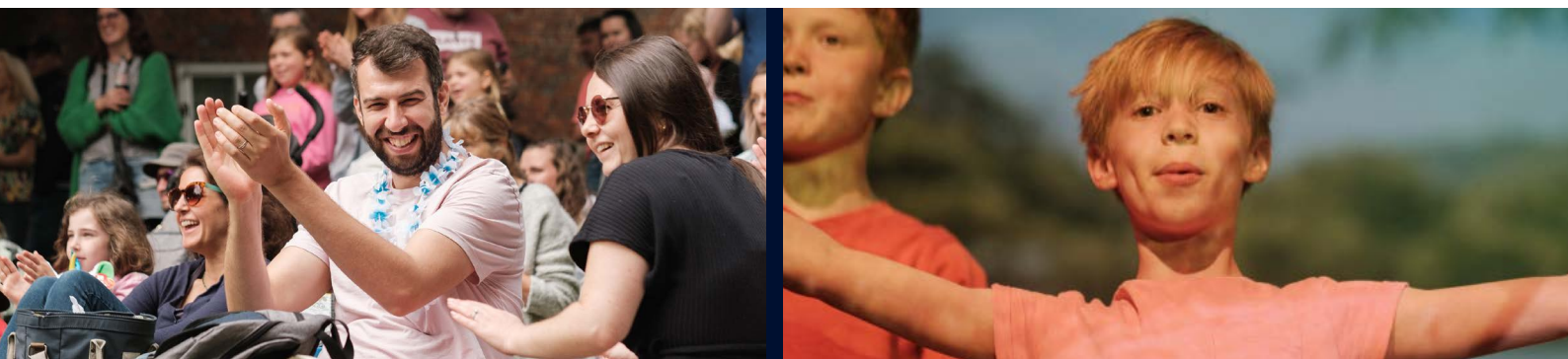
Our vision and values

We exist to **delight** and **unite**.

We do this by inspiring people to connect with and participate in live performance - indoors and out - by inviting them to escape from the ordinary and discover a lifelong love of the performing arts.

We believe in...

- Bringing people together in wonder
- The power and value of live performance
- Nurturing talent – providing Performing Arts education and creative skills development for all
- Improving lives through participation



Our personality

**PLAY
TO THE
CROWD**

Arts & Education Charity
Winchester

Friendly

Warm, relaxed, relationship-building, ready to have fun along the way.

Bold

Getting out there, getting involved, standing up for what's right.

Collabrative

Always open to working together, listening and acting respectfully.

incorporating

**THEATRE
ROYAL
WINCHESTER**

**HAT
FAIR**

PLAYMAKERS

Approachable

Expansive, amiable, inviting all-comers, the opposite of elitist

Cheeky

A little bit naughty yet always nice, full of life and gentle irreverence

Playful

A provider of fun and frolic, we believe in play.

Vibrant

Buzzing, alive, colourful; full of interest, excitement and enthusiasm

Expressive

Unselfconscious, creative, committed and always captivating

Curious

Our creativity will be invitational, intriguing and inquisitive

Sociable

Meeting people and making them happy, one-on-one or whole crowds

Intriguing

Mystery and excitement that draws people in, often new, always original

Open

Our practice will be transparent, accessible and shared.

“The team were so warm, friendly and first rate. They made the day so easy”



What are you waiting for?

Apply today!

playtothecrowd.co.uk



Supported by

