



**Troubadour**  
THEATRES

TROUBADOUR THEATRES LTD  
FACILITIES ASSISTANT  
JOB DESCRIPTION

Troubadour Theatres Ltd is a company which specialises in large-scale installation of film studios and theatres. We build and operate go-to destination venues that are fully flexible, contemporary and impressive with the ability to showcase world-class entertainment.

We are looking for an experienced, hard-working and motivated Facilities Assistant who can manage all aspects of the venue's facilities and maintenance work undertaken on site, including acting as a point of contact for contractors and clients.

The role requires being hands on, with excellent time management and organisational skills, the ability to multitask, prioritise and problem-solve.

The role will involve overseeing maintenance, services and resources; managing health and safety compliance, and ensuring that all areas are safe, clean, welcoming and fit for purpose at all times.

**Key Responsibilities:**

- Manage and liaise with contractors and subcontractors as required by the Project Manager and/or Site Manager.
- Ensure site-wide compliance with all relevant health and safety, environmental and fire regulations, and policies and procedures.
- To lead and follow the site's procedures in case of an emergency.
- To monitor the safe storage and control of any potentially harmful materials and chemicals used within the site and ensure that such materials are appropriately marked and signposted.
- Ensure friendly and professional customer service to, and regular and effective communication with, Brent Cross Studios staff, contractors and clients at all times.
- To maintain confidentiality of information acquired in the course of undertaking duties for Troubadour Theatres.
- Any other duties may be reasonably required and instructed by the Project Manager and/or Site Manager, such as doing site checks or site work to guarantee the correct functioning of the site.

### Essential Skills and Personal Qualities:

- Proven track record of working in a facilities or building industry role,
- Good knowledge of health and safety management, with understanding of key health and safety issues.
- Proven track record of contractor and supplier management.
- Excellent interpersonal skills, with the ability to deal with a wide range of people.
- Ability to take initiative while working and with a hands on approach.
- Ability to maintain attention to detail and provide assured accuracy while working under pressure.
- IT-literate
- Positive, proactive and professional attitude.
- Willingness to adopt a flexible and adaptable approach to day-to-day workload.

### Desired Qualifications:

- First Aid qualification
- IPAF qualification
- Good basic electrical knowledge
- A Good sense of humour

### Working Detail:

- Responsible to: Site Manager
- Wage: £12.05 p/h
- Working Shifts: Shifts to be agreed in advance with your Manager. Early morning, evenings and/or weekend work will be required.
- Start Date: ASAP

Please send a CV and Cover letter to [jobs@troubadourtheatres.com](mailto:jobs@troubadourtheatres.com).

Deadline - Friday 11th November

Interviews - ASAP