



Troubadour
THEATRES

CANARY WHARF THEATRE LTD

FACILITIES ASSISTANT

JOB DESCRIPTION

REPORTING TO: Facilities & Technical Manager / Deputy Facilities & Technical Manager

LOCATION: Troubadour Canary Wharf Theatre, Water Street, Canary Wharf, E14 5GX

CONTRACT TYPES: Part time/Zero Hours Contract. Monday - Sunday, including evenings.

SALARY: £14.85 per hour.

Troubadour is a company which specialises in large-scale installation venues. We build and operate go-to destinations that are fully flexible, contemporary and with the ability to showcase world-class entertainment whilst providing a greater experience for all.

We are looking for experienced, hard-working and motivated Facilities and Technical Assistants 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 the building construction, maintenance, services and resources; managing health and safety compliance, and ensuring that all areas of Canary Wharf Theatre's build are safe, clean, welcoming and fit for purpose at all times.

DUTIES:

- Manage and liaise with contractors and subcontractors as required by the Facilities & Technical Managers and Theatre Managers.
- Ensure site-wide compliance with all relevant health and safety, environmental and fire regulations, and policies and procedures.
- Maintain accurate reporting of accidents and near miss incidents.
- 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, Canary Wharf Theatre 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 Facilities & Technical Managers and Theatre Managers, such as doing site checks or site work to guarantee the correct functioning of the site.

PERSON SPECIFICATION

REQUIRED:

- Proven track record of working in a facilities or building industry role, including management and/or leadership experience.
- 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.

DESIRABLE:

- First Aid qualification.
- IPAF qualification.
- Good basic electrical, carpentry & event industry knowledge.

To apply, please send a CV and a covering letter to dec@troubadourtheatres.com

Candidates must be available to work over the Christmas and New Year periods.