**MAINTENANCE TECHNICIAN** **– JOB DESCRIPTION**

**Job Title:** Maintenance Technician

**Reports to:** Head of Technical Operations

**Appointed by:** Interview Panel

**Period of Appointment:** 37.5 hours per week

**Salary:** £23,645 per annum

**Purpose of Role**

The Maintenance Technician will be required to undertake general maintenance requirements of the Theatre, covering both planned preventative and re-active maintenance. The role will include conducting routine checks and keeping accurate records, ensuring that the venue is in good repair.

The role will report to the Head of Technical Operations and work alongside the Maintenance Coordinator, Maintenance Volunteers, Stage Technicians, and all other departments. Working hours will require flexibility and may occasionally include evening and weekends.

**Key Responsibilities**

* Carrying out planned general maintenance and repairs.
* Responding to re-active maintenance and repairs
* Conducting routine maintenance, inspections and facility checks
* Overseeing contractors during scheduled repairs, tests, and inspections
* Conducting Health & Safety tests and inspections adhering to regulations and theatre policies and procedures
* Schedule and keep accurate records of tests, inspections, and repairs.
* Ensure that the Theatre facilities are in good repair and that housekeeping is kept to a high standard.
* Work closely with all departments to ensure the smooth running of all events.

**Role Requirements**

* An interest in arts and entertainment industries
* General knowledge of plumbing, carpentry, electrics, painting & decorating
* General knowledge of Health & Safety. A formal H&S qualification would be an advantage.
* Excellent organisational and time management skills
* Able to work under pressure on multiple tasks
* Strong verbal and written communication skills.
* Good relationship building skills.
* Ability to use initiative and be a self-starter
* High level of attention to detail
* Good MS Office and IT Skills
* An interest in arts and entertainment industries

**Applications**

Closing date for applications is **9am on Monday 14th October 2024** Please complete the job application and equal opportunities forms and email to [jobs@ttoh.uk](mailto:jobs@ttoh.uk) with the subject line ‘MAINTENANCE TECHNICIAN’.