*The Royal Court is the writers’ theatre. It is the leading force in World theatre for vigorously cultivating writers – undiscovered, new and established. Through the writers we are at the forefront of creating restless, alert, provocative theatre about now. We seek stories from everywhere and create theatre for everyone and we see our audience as one of our chief collaborators.*

Applications are invited for the post of: **CARETAKER**

## Responsible to: THEATRE MANAGER

The Royal Court is the home of the English Stage Company Limited (ESC) and is the UK’s leading theatre dedicated to new writing.

Up to 16 plays a year are staged between two theatre spaces (the Jerwood Theatre Downstairs and the Jerwood Theatre Upstairs) at the Royal Court’s home on Sloane Square. Over 100,000 people visit the Royal Court every year and over 100,000 more see our work elsewhere, including transfers to the West End and New York, National and International touring, online projects and London residencies in Tottenham and Pimlico.

A significant amount of play development activity takes place year-round. This work aims to find and nurture the most talented new writers and develop the highest quality plays, for which the Royal Court is internationally renowned. There is an ongoing programme of writers’ attachments, readings, workshops and playwriting groups.

The Royal Court Theatre also has two commercial subsidiaries, Royal Court Theatre Productions Ltd (RCTP), which facilitates the transfer of Royal Court productions to the West End and ESC Catering Limited set up to run the catering operation at the theatre.

**MAIN PURPOSE:**

Supporting the Theatre Manager in the day-to-day upkeep and running of the building and taking responsibility for general housekeeping. Undertaking essential maintenance and ensuring high-standards of presentation, safety and security are upheld at all times.

This is a key role within the Theatre Management team, combining practical maintenance (basic carpentry and plumbing) with some administrative tasks and facilities support. It would ideally suit someone with operational / facilities support and / or practical maintenance experience who is looking for a flexible part time role within a busy creative environment.

**DUTIES AND RESPONSIBILITIES:**

**BUILDING MAINTENANCE**

**In house**

* Undertake basic maintenance tasks (including carpentry and plumbing) to ensure the building is maintained to the appropriate standard.
* Monitor the Building Issues emails; logging them, responding to them, prioritizing urgent maintenance tasks and attending to these promptly.
* Attend and contribute to monthly building issues meetings and taking notes for these meetings when required.
* Work with the Head of Production and Theatre Manager to identify and plan non urgent, long term maintenance throughout the building.
* Supporting the Head of Production and Theatre Manager on delivery of specific building related projects as required.
* Monitor the smooth running of all building systems, notably the air conditioning and heating and reporting all faults to the maintenance contractor.
* Supporting the Head of Production, Theatre Manager and Head of Stage in keeping the alleyway, used for our servicing but owned by LUL, clear and clean at all times.

**External Contractors**

* Working with the Theatre Manager and Head of Production to book, schedule and liaise with external contractors as required.
* Ensure the maintenance schedule, including contractor contact details, is up-to-date at all times.
* With the assistance of the Building Issues team, ensure routine servicing is carried out accordingly and all maintenance/servicing certification is logged and/or recorded as necessary.
* Greeting contractors who are attending on site and ensure they complete the required permits before commencing work and report back on works completed.
* Report maintenance faults direct to the Theatre Manager and/or Head of Production.
* Assist the Theatre Manager and Front of House Manager with general maintenance and upkeep in front of house areas; such as periodic auditing of auditorium seating, fire doors, etc.
* Assist the Bar & Kitchen team with their maintenance and servicing works as required.

**HOUSEKEEPING**

* Carry out a pre 10am daily building Front of House walk round to prepare both the public areas and back of house areas for opening the building at 10am.
* Liaising with the cleaning team to ensure the clean and tidy presentation of the front of house areas, reporting and/or addressing issues as necessary.
* Carry out a pre 10am daily building Back of House walk round to prepare the areas for the day ahead, ensuring all places and rooms are set up as required for the day and with all the correct equipment.
* Check dressing rooms at the start and end of each production to ensure they are clean and clear.
* Take responsibility for housekeeping in communal staff areas back of house, including the Open-plan Kitchen, Rehearsal Room, Meeting Room, Post Room, BoH corridors and the Site, ensuring these areas are kept clean and tidy, appliances in good working order & kitchens stocked with crockery & supplies at all times. Use the fortnightly staff Meetings and HOD meetings (via Theatre Manager) to report any building wide issues to staff that require their input.
* Oversee the Site, Rehearsal Room and the Meeting Room on a weekly basis, reporting any items that need removing and keeping these spaces tidy and presentable.
* Monitor, maintain and replace signage around the building, liaising with marketing if required.
* Assist with deliveries when required and ensure large deliveries are not left in corridors, fire escapes and public areas.

**SECURITY**

* One of a number of people responsible for unlocking the building, ensuring all fire doors are unlocked accordingly each morning.
* Supporting the Theatre Manager in the management of the Visi-key security system; setting up new security fobs, cancelling lost/old ones, managing and recording the allocation of fobs.
* Operation of the theatre’s CCTV system and intruder alarm system

**HEALTH &SAFETY**

* With the assistance of the Stage Door team, undertake a weekly fire alarm test for both the Royal Court and the Site. This should be carried out at the same agreed time each week and should include a test of the sprinklers and JTD smoke extract fan. These tests must be recorded and any faults reported to the Theatre Manager and/or Head of Production.
* Act as a Daytime Fire Marshal in case of emergency during office hours (training will be provided).
* Uphold the Royal Court’s Health and Safety policy, taking note of all relevant sections, and keeping up to date with any changes.

**RECEPTION/STAGE DOOR**

* With the Stage Door keeper, assist in opening the building at 8.30am for BoH access for staff, cleaners and contractors.
* Providing daily cover for Stage Door lunch breaks, and sickness and holiday cover as required.
* Being fully conversant with the duties and responsibilities of the Stage Door position in order to be able to cover this role when required.
* Supporting the Stage Door team as needed.

**SUSTAINABILITY**

* Supporting the Theatre Manager and General Manager on the implementation of the company’s environmental action plan.
* Play an integral part in the review and development of the environmental action plan, participating in the Green Steering group,
* Monitor and manage the recycling process for office waste and general recycling
* Attending LTC Green Champion meetings and supporting the General Manager on reporting to Julie’s Bicycle if required.

**GENERAL**

* Assist the Theatre Manager and/or Front of House Manager with setting up spaces for small scale hires.
* Monitoring and ordering general stationery and photocopier supplies as required.
* Liaison with the photocopier company for call outs / repairs when required.
* Providing day-to-day support to the Theatre Manager and the Front of House Manager as required.
* Assist the Theatre Manager and General Manager in welcoming and inducting new staff; arranging keys and security fobs in advance of their start day.
* Support the FOH Manager in maintaining the staff photo board, taking photographs of new staff and companies, and ensuring the board is kept up-to-date and well presented.
* Attend frontline meetings, regular staff meetings and seasonal company meetings.
* Play an active part in development, promotion and implementation of company policies: access, sustainability, health and safety and equality and diversity.

This job description is a guide to the nature of the work required by the Caretaker and the post holder may be required to undertake other duties appropriate to the nature of the post as agreed with the Executive Management Team.

**PERSONAL SPECIFICATION:**

**This role is ideally suited to someone with some carpentry and / or plumbing, security or facilities support experience looking for a part time role.**

* Basic maintenance skills (eg basic plumbing and carpentry) and willingness to undertake practical maintenance tasks
* Practical and self motivated with the ability to get on well with a wide range of people
* An attention to detail, particularly with regard to presentation and care for the upkeep of the working environment.
* Good team worker with excellent communication skills
* Approachable, enthusiastic and friendly - in person and on the phone.
* Confident in day-to-day use of operational systems (eg fire alarm & security)
* Basic computer literacy, including email, internet, word and excel
* Ability to work calmly and effectively in stressful situations.
* Interest in theatre and previous experience working in a theatre environment an advantage

**TERMS AND CONDITIONS:**

Title of post: Caretaker

Hours: 20 – 30 hours per week

Shifts will be as scheduled by the Theatre Manager on a monthly basis and hours will vary

Salary: c. £20,000 per annum, pro rata

Holiday entitlement: 28 days per year pro rata, including statutory holidays

Increasing to 33 days pro rata including statutory holidays per year after 2 years’ service.

Contract: Permanent, subject to a six month probationary period.

Notice period: 1 Month

Pension: The Royal Court operates a contributory company pension scheme for all permanent employees. The company contribution is capped at 5% of basic salary. The employee is free to contribute at any level.

We also operate an alternative workplace pension scheme.

Details of both schemes will be available at point of contract.

**Other Benefits:**

* Complimentary tickets for preview performances, subject to availability and the Royal Court’s staff ticket policy.
* Interest free season ticket loan, cycle to work scheme, free life assurance, subsidised exercise classes, childcare voucher scheme
* Discount on meals and drinks in the Royal Courts bar and Kitchen.
* Discount on all purchases in the theatre’s Bookshop, subject to discount policy.

**Application Procedures:**

Please note that only applications submitted on the Royal Court’s standard Application Form can be considered, CVs are not accepted. Application Forms can be downloaded from:

<https://royalcourttheatre.com/about/jobs/>

Once the Application and Equal Opportunities Forms are completed please return, by the closing date below, to:

Email: recruitment@royalcourttheatre.com

By post: Recruitment, English Stage Company, Royal Court Theatre, Sloane Square, London

 SW1 8AS

**Closing date for applications: Friday 7 July 12pm**

The Royal Court is committed to being an Equal Opportunities Employer and encourages applications from minority ethnic and disabled groups, as they are under-represented amongst are staff.

The English Stage Company (no. 231242) is a publicly funded registered charity.