



**Royal Court Theatre**  
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The Jerwood Theatres at the Royal Court Theatre  
The English Stage Company Limited at the Royal Court Theatre  
Registered in England & Wales company number 539332  
Registered charity number 231242 VAT number 238 9311 47

*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: **GENERAL MAINTENANCE TECHNICIAN**  
**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.

ESC is an equal opportunities employer. We aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, civil status, class, colour, disability, ethnic or national origins, gender identity, marital status, nationality, race, religious belief or sexual orientation. Applications from Deaf and disabled people are welcome.

#### **MAIN PURPOSE:**

Supporting the Theatre Manager in the day-to-day upkeep of the theatre and its facilities, taking primary responsibility for carrying out routine, planned and emergency maintenance for the building and facilities.

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 part time role within a busy creative environment.

Supporting the Theatre Manager to uphold the theatre's policies regarding health and safety and sustainability.

#### **RESPONSIBILITIES:**

##### **BUILDING MAINTENANCE**

###### **In house**

- Undertake basic maintenance tasks (including carpentry, painting, plumbing and general repairs) to ensure the building is maintained to the appropriate standard.
- Undertake weekly maintenance of water systems within the building to ensure compliance with water hygiene regulations.



- Monitor the Building Issues emails; logging and responding to them, prioritizing urgent maintenance tasks and reporting when complete.
- Attend and contribute to monthly building issues meetings, reporting back to the Building Issues team on ongoing maintenance issues.
- Work with the Head of Production and Theatre Manager to identify and plan non urgent, long term and preventative maintenance throughout the building.
- Supporting the Head of Production and Theatre Manager on delivery of specific building related projects as required.
- 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.
- Setting up and monitoring a maintenance log to keep track of ongoing issues and solutions.
- Assist the Theatre Manager and Front of House Manager with general maintenance and upkeep in front of house areas; eg periodic auditing of auditorium seating, maintenance of fire doors.
- Assist the Bar & Kitchen team with their maintenance and servicing works as required.

#### **External Contractors**

- Liaising with the building services contractor (JPS) during weekly visits, monitor the smooth running of all building systems, notably the air conditioning and heating, and reporting all faults to the maintenance contractor.
- Working with the Theatre Manager and Head of Production to book, schedule and liaise with external contractors as required.
- 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.

#### **SECURITY**

- One of a number of people responsible for unlocking the building, ensuring all fire doors are unlocked accordingly each morning.
- Assisting the Theatre Manager in the management of the Visi-key security system; re-setting cancelling, and recording the allocation of fobs.
- Operation of the theatre's CCTV system and intruder alarm system
- Monitoring the alleyway to help manage unauthorized access and anti- social behavior.

#### **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 logged and 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).
- Assisting the Theatre Manager in compiling, distributing and displaying risk assessments and health and safety notices.
- Uphold the Royal Court's Health and Safety policy at all times, taking note of all relevant sections, and keeping up to date with any changes.

#### **SUSTAINABILITY**

- Supporting the Theatre Manager and General Manager on the implementation, review and development of the company's environmental action plan, specifically with regard to building services and facilities - identifying ways in which we can reduce our energy usage and carbon footprint.
- Participating in the Green Steering group and wider environmental initiatives, as appropriate.
- Supporting the Theatre Manager in monitoring and management of office waste and general recycling



#### **GENERAL**

- Providing day-to-day support to the Theatre Manager and the Front of House Manager as required.
- Liaising with the Company Manager to ensure dressing rooms are in full working order and regularly maintained.
- With the Stage Door keeper, assist in unlocking / opening the building at 8.30am for BoH access for staff, cleaners and contractors.
- Providing occasional cover for Stage Door lunch breaks, sickness and holiday cover as required.
- Covering Box Office / front doors between 8.30am and 9.30am as required, when Stage Door is not accessible due to large deliveries, get-ins etc.
- Monitor, maintain and replace posters and 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.
- Assist the Theatre Manager and/or Front of House Manager with setting up spaces for small scale hires.
- Attend 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 General Maintenance Technician and the post holder may be required to undertake other duties appropriate to the nature of the post as agreed with the Theatre Manager and / or General Manager.

#### **PERSON 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 plumbing and carpentry) and willingness to undertake practical maintenance tasks
- Practical and self-motivated with the ability to plan ahead and manage a varied task list.
- Good interpersonal skills and 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
- Approachable, enthusiastic and friendly - in person and on the phone.
- Confident in day-to-day use of operational systems (eg fire alarm & security)
- Basic administrative skills and computer literacy, including email, internet, word and excel
- Interest in theatre and previous experience working in a theatre environment an advantage

#### **TERMS & CONDITIONS:**

Title of post: **GENERAL MAINTENANCE TECHNICIAN**  
Hours: 30 hours per week, generally 8.30am – 2.30pm Mon - Fri  
Contract: Fixed Term 1 year  
Salary: £24,000 per annum Pro Rata

#### **Pension:**

The English Stage Company operates a defined contribution pension scheme. All eligible staff members will be automatically enrolled after three months' service and contributions will be made at the current rates as set by



the Pensions Regulator, which is 8% of qualifying earnings (3% employer/5% employee). For more details, please visit: <https://www.gov.uk/workplace-pensions/joining-a-workplace-pension>

All permanent members of staff who have completed their probation period are entitled to join the English Stage Company's salary sacrifice pension scheme, where contributions will be matched up to a maximum of 5% of gross salary provided that the minimum total contribution under auto-enrolment rules is met.

**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
- 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](mailto:recruitment@royalcourttheatre.com)

By post: Recruitment, English Stage Company, Royal Court Theatre, Sloane Square, London SW1 8AS

**Closing date for applications: MONDAY 29<sup>th</sup> July 6pm**

**Interviews to be held: w/c 5 August – exact dates tbc.**