



**TRESTLE
THEATRE
COMPANY
LIMITED**

**Trestle Operations and Maintenance Manager
JOB PACK**



Operations and Maintenance Manager | Applicant Information

Dear Applicant,

Thank you for expressing your interest in Trestle and the available role. Trestle is a mask and physical theatre company with a rich 43-year history. Our mission is to inspire creativity for all through participation and dialogue. We achieve this by embracing opportunities with an open mind and playful attitude, utilising masks and mask techniques to foster engagement with the arts. We aim to provide avenues for individuals to explore their creativity, boost confidence, and enhance general well-being through active involvement.

We are delighted to announce the availability of a full-time position within the Trestle team, focusing on the comprehensive management of venue operations at Trestle Arts Base. This role offers a distinctive opportunity to oversee the maintenance and upkeep of our facilities and equipment while optimising revenue through strategic room hire initiatives. Additionally, the position involves spearheading the implementation of essential Health and Safety and Licensing requirements at our esteemed venue, situated in St Albans, the home of Trestle Theatre Company.

We are in search of an ideal candidate who embodies a fervent passion for the arts and possesses outstanding visitor service skills, alongside the ability to communicate effectively across all levels of our organisation and with our diverse clientele.

We encourage applications from individuals of all backgrounds, regardless of race, ethnic or national origin, religious or political beliefs, disability, gender, age, sexual orientation, social or marital status, or personal circumstances. Should you require any assistance or accommodations during the application process, please do not hesitate to contact us.

Process

Please fill in the application form and equal opportunities form and email them to rhian@trestle.org.uk by noon on 5 April 2024. We also welcome other forms of application such as video or audio recording as long as all of the questions are answered. Any queries about this please contact us. We will invite shortlisted candidates to meet with us during the week commencing 15 April depending on availability. Please call Clare Winter, Executive Director on 01727 850950 if you would like to discuss the role further.

We look forward to receiving your application.



- Job Role:** Operations and Maintenance Manager
- Remuneration:** £23,460 pa
Benefits include a company pension scheme, access to Employee Assistance Program (EAP), 26 days holiday PA plus Bank Holidays.
- Hours:** 37.5 hours a week. Flexible working, evening and weekend hours required. Potential for overtime may be possible.
- Purpose of Post:** To efficiently manage the operations of the venue ensuring effective maintenance and upkeep of the facilities and equipment and to maximise the income from the Arts Base's Room Hire. To lead the implementation of all relevant Health and Safety and Licensing requirements.
- Responsible to:** Executive Director
- Responsible for:** Cleaners, Freelance technicians, maintenance contractors and event staff.

Duties

Building Management

- To ensure that the operation and appearance of Trestle Arts Base is maintained to a high standard.
- To organise general repairs and the general upkeep of the internal and external fabric of Trestle Arts Base.
- To maintain strong communication with the resident café owners.
- To liaise with external providers and check that service contracts are in place and maintained.
- To be responsible for ensuring that the security, cleanliness and tidiness of all areas of Trestle Arts Base is maintained.
- To be familiar with the Health and Safety policy and procedure for the entire premises, undertake regular checks and ensure that they are adhered to, including implementing emergency procedures such as evacuations.
- To conduct risk assessments and enforce any actions.
- Ensure that all licences and statutory regulations are maintained and adhered to and keep abreast of changes in law affecting Trestle Arts Base.
- To ensure that the requirements of the Fire and Licensing Authorities and H&S Executive are met at all times and to be a Red-Care alarm key holder.
- To abide by and ensure that all aspects of Trestle's work comply with the Company's Equal Opportunities, Health & Safety, Child Protection and other policies.

- To set out regular testing of the fire alarm system and emergency lighting.
- To manage volunteers for the venue.

Technical Management

- To interpret and support hires, performances and events and to liaise with and assist Trestle Arts Base users with their technical requirements.
- To ensure that any person proposing to use the equipment unattended is competent to do so, obtaining written proof when deemed necessary.
- To order tools, materials and supplies as required within agreed budgets.
- To supervise the usage of Trestle Arts Base and equipment by external parties.
- To ensure the maintenance and safety of all tools, technical, electrical and mechanical equipment and ensure that necessary repairs are carried out.
- To create and maintain lists of equipment and its whereabouts.
- To ensure that PAT testing is carried out as required.
- To create environments required for the usage of the spaces.
- To complete PRS/PPL requirements.

Hires

- To maintain the booking system (Google Calendar) to ensure that rooms are available at agreed times for hirers.
- To ensure that rooms are ready, clean and tidy for each hirer
- To liaise with hirers to ensure that they understand their responsibilities.
- Ensure that all events are properly staffed and attend where necessary as the Trestle lead.

General

- To liaise with the Executive Director to ensure the terms of the lease are adhered to.
- To be a Personal Licence holder (training will be provided).
- To liaise with the Licensing Authorities, the District Council and other local authorities as appropriate.
- To pursue an active and continuing programme of personal, and professional development training and to abide by the company guidelines.
- To contribute to the general running of the office with the rest of the staff
- To act as representative and advocate for Trestle at relevant events.
- To attend internal meetings such as the Company or Board meetings as required.
- Any other duties as reasonably required.

Development & Marketing

- to work with the Marketing Manager to promote and market Trestle Arts Base spaces and activities

Finance

- to consult with the Executive Director regarding the development, technical and maintenance budgets, ensuring income targets are met and budgeted expenditure is not exceeded
- to negotiate terms and issue quotations for hires, liaising with the Front of House Manager regarding booking, processing and servicing of hires

Staff Management

- to line manage part-time, event staff, freelance technical and maintenance staff at Trestle Arts Base
- to build a pool of freelance technicians and rota technical management for all activities during and outside normal office hours

Person Specification

Essential

- A commitment to the success of the venue as an arts base and to its ongoing development.
- A demonstrable commitment to creating an inclusive and welcoming work environment
- Excellent visitor service skills and the ability to communicate effectively with people at all levels
- Experience running a similar type of building
- Knowledge of Health and Safety and experience in implementing and monitoring safe working practices including drawing up Risk Assessments
- Excellent organisation and planning skills with the ability to work flexibly under pressure, to prioritise and to meet deadlines and work within set budgets
- A positive attitude with a high level of self-motivation and the ability to work using your initiative taking personal responsibility and resolving issues independently
- An understanding of equal opportunity and cultural diversity issues in the delivery of our services including an understanding of access and disability requirements
- Flexibility in relation to duties and working hours which will require evenings and weekends.
- Ability to carry out and oversee venue repairs to a high standard



- Commitment to and understanding of sustainability
- Computer skills including Outlook, Word and Excel
- Clarity of thought to analyse problems
- An ability to provide a hands-on role whilst maintaining an articulate management position at all times
- Able to think critically
- Able to anticipate challenges and prevent potential problems from arising

Desirable

- An understanding of our local community including how we can be inclusive and supportive of their needs from us as a community building
- Experience of working within the Arts
- Full, clean driving licence
- Working knowledge of SAGE Business Cloud
- Up to date Working at Height training
- A valid First Aid at Work certificate
- Personal Licence Holder
- SIA badge holder (Security Industry Authority)



PRIVATE AND CONFIDENTIAL

Return this form to Rhian Smith, rhian@trestle.org.uk or post to Trestle Theatre Company, Russet Drive, St Albans, Herts, AL4 0JQ

Personal Details

Position applied for:

Surname:

First name(s):

Address:

Postcode:

Home/Mobile Telephone Number(s):

Email Address:

National Insurance Number:

May we contact you at work?

Yes

No

If yes please provide your Work Telephone Number

Education/Professional Qualifications/Recent Relevant Training

Secondary school, University etc.	Qualifications/grade	Dates

**Other relevant training & development activities attended in the last five years
(most recent first)**

Brief description/Course title	Organising Body	Dates

Employment History

Please start with your most recent employment and continue on 1 extra sheet of A4 paper if you require additional space to summarise your employment history.

Employers Name & Address	Date From/To	Position Held & Brief Description of Duties, plus reason for leaving



Reasons for Applying For This Post

Referring to the person specification please explain why you are applying for this post, describe how you feel your skills and experience make you a suitable candidate and what contribution you would hope to make if appointed. Continue on 1 extra sheet of A4 paper if you require additional space. **If you would prefer to complete this part of the application process in video format, please email rhian@trestle.org.uk for further details.**



Referees

Please give the names, addresses, and telephone numbers of two people we can approach for a reference. One referee should be your current or most recent employer. References will not be taken up unless a job offer is made.

Name	Name
Position	Position
Address	Address
Email	Email
Telephone Number	Telephone Number

GENERAL MONITORING

Where did you hear about this vacancy?

ADDITIONAL INFORMATION

Do you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application?

- Yes
- No

If yes, please provide further details:

DISABILITY DISCRIMINATION ACT 1995

Do you have any special needs which might require Trestle Theatre to make reasonable changes in order for you to undertake this job?

- Yes
- No

If yes, please provide further details:

ASYLUM AND IMMIGRATION ACT 1996

Please confirm that you have the right to work in this country

- Yes
- No

Do you require a work permit to work in this country?

- Yes
- No

If yes please give more details:

Declaration

- I declare that, to the best of my knowledge, the information given in this application form is correct and complete and that I understand that any offer of employment is subject to satisfactory references.
- Short-listed candidates will be asked to complete a Disclosure of Criminal Convictions form and a Disclosure will be sought from the DBS in the event of a successful application. A conviction will not necessarily be a bar to obtaining employment.
- I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would restrict me from applying for this post.
- I agree that the information given in my application may be used for purposes registered under the EU GDPR 2018, and I consent to the information being stored on manual and computerised files for relevant employment-related purposes.

Signed:

Date

Please return the completed form, preferably by email to rhian@trestle.org.uk; it can be posted to Rhian Smith, Trestle Theatre Company, Trestle Arts Base, Russet Drive, St Albans, Hertfordshire, AL4 0JQ, by the closing date advertised.