

beacon
arts centre

www.beaconartscentre.co.uk

LIGHTING UP LIVES
IN INVERCLYDE



beacon

RECRUITMENT PACK

FACILITIES ASSISTANT

JULY 2021



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WHO ARE WE?

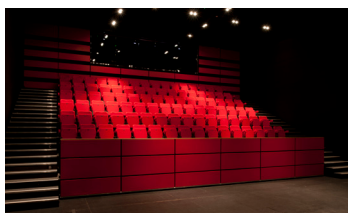
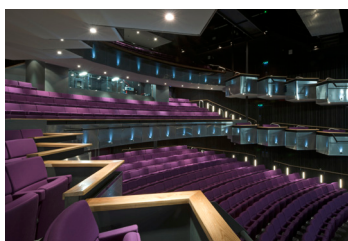
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We are the Beacon, a contemporary theatre and arts venue in the heart of Inverclyde... and a whole lot more besides.

We offer a safe and inspiring place to escape into a different world for a while; a place to connect and share new experiences through shows and activities that inspire and delight, sometimes challenge, and always entertain. From staging national productions to showcasing local talent, and from hosting theatre-based workshops to dance classes and a whole host of creative activities and events, we aim to offer something for everyone.

Our **vision** is to be Scotland's most influential, accessible and entertaining arts venue.

We passionately believe that cultural experiences are crucial to the wellbeing of individuals and communities. That's why our **mission** is to make a lasting impact through our work and to 'light up lives' by ensuring that as many people as possible have opportunities to engage with the arts in ways that are enjoyable and meaningful to them. We achieve this through our fantastically diverse programme and innovative outreach work, delivered in the local community and further afield, as well as within our inspiring building.



Beacon Arts Centre

Custom House Quay, Greenock PA15 1HJ

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WE ARE THE BEACON ARTS CENTRE... AND A WHOLE LOT MORE



OUR PROGRAMME

Throughout the year, we stage a mix of award-winning theatre, music, dance and touring arts programmes, ranging from National Theatre of Scotland and Scottish Opera productions to large-scale community musicals and jazz, folk and classical music concerts. We present intimate performances for younger children and their families, and we host a range of festivals, exhibitions, classes, workshops and events too, delivering a year-round buzz of captivating, creative activity.

OUR PRESENCE

Beacon Arts Centre is managed by the charity, Greenock Arts Guild Limited, and our diverse funding base is underpinned by core grants from Inverclyde Council and Creative Scotland. We firmly believe that Inverclyde is one of Scotland's most attractive places to live and work and it also has the benefit of well-developed transport links to Glasgow and the rest of Scotland. We are proud to be part of this vibrant community and to make a key contribution to the local economy as an employer. With a 4-star rating from VisitScotland, we play a vital role in supporting local tourism too.

OUR VENUE

From our stunning location on the banks of the River Clyde, at the heart of Greenock's waterfront regeneration, our modern, purpose-built venue offers a 500-seat theatre and a 128-seat studio as well as a variety of spaces for exhibitions, meetings, rehearsals and development work. We also have superb facilities for eating, drinking and events.

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Beacon Arts Centre

ABOUT THE ROLE

FACILITIES

ASSISTANT



JOB PROFILE

To work closely with the General Manager to support the operational running of our busy venue.

The Facilities Assistant is responsible for working as part of an effective caretaking and cleaning team, providing and maintaining a high standard of safety, maintenance and cleanliness of Beacon Arts Centre.

RESPONSIBILITIES

FACILITIES DUTIES

- Facilitate a programme of planned maintenance and servicing of the building and its equipment, ensuring that the venue is proactively maintained in a good state of repair in line with relevant building regulations.
- To ensure the venue is presented to the highest standard through daily inspections, routine maintenance and cleaning.
- To ensure the maintenance of the Building Management System to meet statutory obligations.
- To provide caretaking and building security duties, including opening and closing the venue.
- Perform routine maintenance and repair tasks as required and reporting any items that need further attention.
- Carry out routine Health and Safety checks and periodic auditing of emergency equipment.

EVENT PREPARATION

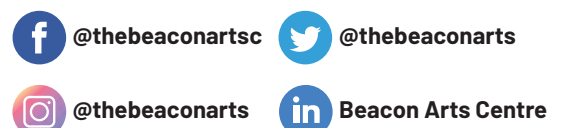
- To set up, service and clear rooms for a variety of events from classes, conferences and performances to social events and exhibitions.
- Ensure that rooms are reset following events so that furniture and key equipment can be tracked and made available as required.
- Ensure that rooms are presented to the highest possible standard.

OTHER DUTIES

- Engage in all aspects of safe and efficient working practices in line with Health and Safety at Work legislation and the company's health and safety policy.
- To ensure the Beacon is delivering on its sustainability targets as part of the company's Green initiatives.
- To be an enthusiastic member of the team providing a first-class level of customer service to audiences and visitors.
- Carry out any other duties that may be requested by the management team.

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FACILITIES ASSISTANT

ESSENTIAL KNOWLEDGE, SKILLS AND EXPERIENCE

- Experience in building maintenance or a facilities role
- Experience of manual work including setting up rooms for different functions with various layouts
- Working knowledge of Health and Safety
- Experience of Building Management Systems
- Excellent customer service standards
- Team player

SKILLS & VALUES

- A team player who works with colleagues to secure stronger outcomes
- A positive, proactive, and flexible approach to your work with a high degree of personal accountability

REQUIREMENTS FOR THE JOB

- Ability to work with relevant IT packages particularly Office 365
- The post holder will be expected to support our Vision and Mission, and live out Values
- To work in accordance with our EDI policy

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Beacon Arts Centre

SUMMARY

JOB TITLE

Facilities Assistant

RESPONSIBLE TO

General Manager

CONTRACT

Fixed term to end October 2021

HOURS / OVERTIME

30 hrs per week

SALARY

£21,393 pro rata

HOLIDAYS

33 days inclusive of bank holidays pro rata

PENSION

There is a stakeholder pension scheme applicable to your employment. Further details are available from the HR Officer.

HOW TO APPLY

APPLY TO

Tessa Calder,
Finance & HR Officer
recruitment@beaconartscentre.co.uk

ATTACHMENTS REQUIRED

- A letter of application (1 side A4 max)
- CV (2 sides A4 max)
- Name and contact details of 2 referees (referees will not be contacted prior to interview)
- Equal Opportunities Monitoring Form (available at beaconartscentre.co.uk/work-with-us)

EMAIL SUBJECT HEADING

Facilities Assistant

APPLICATION DEADLINE

Friday 30 July 2021, 5pm

INTERVIEWS

w/c 2 August 2021

START DATE

As soon as possible

Should you have any access requirements or need any reasonable adjustments to be made in order to apply for any of the roles listed above, please contact recruitment@beaconartscentre.co.uk.

The Beacon is committed to access, diversity and representation. We actively encourage and welcome applicants from all backgrounds and with different experiences in order to widen representation, develop and strengthen the organisation, evolve our programmes, and better reflect the communities we serve.

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