



Venue Maintenance Technician

RECRUITMENT PACK

Perth Theatre and Concert Hall
Mill Street
Perth PH1 5HZ



Who We Are

Central to local cultural life for over 120 years, Perth Theatre and Concert Hall create life affirming, shared experiences in the performing arts that ignite the imagination and make living more meaningful. Our world-class venues, award-winning programming and inclusive learning and engagement projects play an essential role in stimulating positive wellbeing within the communities we serve, benefitting the local economy and raising the profile of the area.

Perth Theatre and Concert Hall is the trading name of Horsecross Arts Ltd, the charitable organisation established in 2005 to run both venues. Horsecross Arts Ltd is registered in Scotland, no. SC301328 and a charity no. SC022400.

"It's one of the things that attracted me to Perth... the cultural life... it seems it's fantastic. There's a great variety in the theatre and the concert hall... we're so lucky!" **Audience Member**



What We Need



Job Title: Venues Maintenance Technician

Status: 37.5 hours per week annualised (5 days per week with shifts between 8:00 and 00:00, Mon-Sun).

Reports to: Venues Manager

Salary: £26,052.50 per annum

Purpose of Role

This role will form a part of our Operations Department. Venue Maintenance Technicians are at the heart of activity within our buildings. The role provides day-to-day venue duties and is also responsible for the upkeep and maintenance of the buildings, as well as liaising with staff, artists and clients to ensure all venue requirements are met seamlessly.

Organisational Relationships

Line Manager: Venues Manager

Key Relationships: Technical and Production teams, Housekeeping, Conferencing, Visitor Experience and Heads of Departments

Location

You will be required to work in both Perth Theatre and the Concert Hall and events.

Duties and Responsibilities

- Preparation and setting up of facilities for meetings, workshops, concerts, and events.
- Support the venues requirements across a busy and diverse event calendar
- Provide key holding duties and ensuring day-to-day access to premises
- Ensure adherence to company Health, Safety and Fire policies
- Undertake basic administrative duties, reporting and record keeping
- To welcome all visitors and visiting productions, passing on key information at stage door.
- Carry out the regular upkeep, maintenance, servicing and inspection of equipment, furniture, fixtures and fittings, as well as minor repairs.
- To be the principal point of security for the buildings, including the monitoring of CCTV, signing in of all visitors, contractors and visiting productions, as well as building checks.
- To support visiting contractors.
- To retain a safe, welcoming, and presentable environment throughout and around our buildings at all times.
- To carry out any other reasonable duties.

This job description is not exhaustive, and the post-holder will also be required to carry out any other reasonable duties.

Responsibilities of all staff

To be aware of the work of other departments in the delivery of the company's charitable objectives. You will take an active part in communicating and co-operating with other staff and departments, contribute to an enthusiastic, positive work climate within the organisation and take an active part in achieving high standards of customer and client care.

You will be expected to attend team meetings and all external meetings as required, follow all Perth Theatre and Concert Hall guidelines, procedures and policies and work in accordance with our Inclusion, Diversity, Equality & Accessibility Strategy.

You will undertake other duties as may be reasonably required by the organisation.

Person Specification

Essential skills & experience

- Experience of building maintenance, repair, and upkeep
- Practical and hands on approach
- Willingness to develop skills via provided training
- A commitment to delivering the highest standards of communication and client care
- Driving license
- Basic computer literacy

Desirable skills but not essential

- First Aid Certificate
- Any basic carpentry, plumbing or electrical skills
- Mobile elevated work platform certificate IPAF
- Experience in Inservice electrical testing (PAT testing)
- Prior experience with buildings management systems, fire alarms, CCTV

IDEA

Striving for a future in which the performing arts are essential to our communities.

We need to ensure our people are representative of the communities we engage with locally and nationally. We are seeking diverse, enthusiastic and committed applicants who believe in the fundamental value of the performing arts and embrace diversity of backgrounds, experiences, skills, cultures, and outlooks. Starting from a position of inclusion being fundamental to all our activities, we are committed to providing life-enhancing experiences for everyone, regardless of age, background, ethnicity, gender, geographical location, physical or mental ability, religion, sexual orientation, social conditions, work or employment status. Necessarily, our approach steps beyond the legally protected characteristics.

How to Apply

Deadline: 23 April 2025

Interviews: W/C 28 April 2025

To apply, please submit your CV and a covering letter detailing relevant experience and interest in the role, along with a completed IDEA Monitoring Form to:

recruitment@perththeatreandconcerthall.com