



Housekeeping Assistant

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: Housekeeping Assistant

Status: 15 hours per week annualised (5 days per week with shifts between 6am and midnight, Mon-Sun).

Reports to: Housekeeping Supervisor

Salary: £12.60 per hour

Purpose of Role

You will provide general and specific cleaning on a day-to-day basis in Perth Theatre and Concert Hall and events. You will play a vital role in the day-to-day operations of Perth Theatre and Concert Hall operating as a member of a high-performance team.

Organisational Relationships

Line Manager: Housekeeping Supervisor

Key Relationships: Housekeeping and Operations Team

Location

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

Duties and Responsibilities

- Clean areas as instructed by the Housekeeping Supervisor/ Venues Manager.
- Clean all communal areas (backstage, dressing rooms, public spaces, catering areas, toilets and certain external spaces).
- Use equipment such as: vacuum cleaner, mop & bucket, duster and other like machinery as appropriate.
- Assist with the regular upkeep and maintenance of the buildings by reporting breakages and other damaged or otherwise not working items to the venues team.
- As a member of the Perth Theatre and Concert Hall Operations Team, you will ensure compliance with all safety requirements.
- You will endeavour to present our venues at the highest standards possible.

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

We are looking for energetic individuals who can work well under pressure and within a fast-paced environment. They should be able to work on own initiative, demonstrating attention to detail. Previous experience of working as a cleaner in cleaning large buildings. The role is a physical role which requires the ability to lift heavy weights as well as the ability to understand and operate basic technical equipment. Training where required will be provided.

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: Wednesday 23 April 2025

Interviews: W/C Monday 5 May 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