**Multi-skilled Technician/Handyperson for Core Arts Centre- Hackney**

We are looking for a committed individual to play a vital role in the delivery of our busy creative education program and ensure the effective operation of Core Arts Centre buildings.

This will involve working with the Director and Centre Administrator and collaborators to facilitate the smooth running of our program, all our events, and supporting excellent buildings provision for staff, students and audiences. Ensuring the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards

The **Technical and Building Manager,** will offer excellent technical resource and knowledge to our creative teams and collaborators, across all areas of our program:

* Art Department and Exhibitions
* Music program and music events
* Building maintenance and repairs

The ideal candidate will be experienced at leading on building maintenance and repairs and improving all the creative department programs from art exhibitions to Music events. This is the perfect role for someone who wants to gain experience of working in a Creative Art Centre , and as part of a dynamic, ambitious arts organisation.

**Equal Opportunities**  Core Arts is an equal opportunities employer. We’re working hard to make sure all aspects of our Charity are representative of the world we live in. We are also committed to meeting all access requirements; just let us know what you need.

**Job Details**

Responsible to: Artistic Director

Terms: Part time permanent contract subject to 3 month probation

Hours: 21 hours per week

Working conditions: The post-holder will be required to perform physically demanding duties, in line with appropriate risk assessments and provision of PPE.

Salary: £22,000 per annum (£13,200 for 21 hours)

Start date: ASAP

**Please apply by sending a completed application form and CV to** [**gmolinari@corearts.co.uk**](mailto:gmolinari@corearts.co.uk)

**Or by post to: Giuliana Molinari Deputy Director**

**1st Barnabas Terrace, Homerton, London, E9 6DJ**

**If you require further information please phone Giuliana on 020 8510 9990**

**DEADLINE - Monday 27th March 2017**

**JOB DESCRIPTION**

**VENUE MANAGEMENT**  **Building**

Set a high level of cleanliness and maintenance for all areas of Core Arts buildings; front yard, corridors and escape routes; the Hall, classes, technical areas; creating a cohesive relationship between, students, staff and visitors to ensure an exemplary experience.

Ensure appropriate measures are in place to maintain security of Core Arts buildings.

Plan and drive the routine maintenance of equipment and be responsible for keeping up-to-date service records and manuals.

With the Director devise, budget and schedule building maintenance plans, including fixtures, fittings, plumbing and electrics, to ensure a prompt response to urgent maintenance needs.

Lead the regular review of building risk assessments implementing reducing measures  as appropriate.

**Health & Safety**

To be responsible for the health and safety of the Building and to report as required matters to the Director .

To be responsible for certification and management of all technical items as required under health and safety legislation.

Promote safe working with all technical equipment, and lead on the implementation of CDM regulations as they apply to events.

Oversee all rigging activities and ensure they are carried out in a suitable manner.

Advise and instruct casual teams when on-site to ensure compliance with company policies and safety procedures.

**Building Maintenance**

Clean light fittings and to test lighting systems replacing where necessary minor parts such as tubes, bulbs, fuses starters and diffusers, in accordance with safe working practices.

To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc. and clean up spillages as required.

To ensure that gullies, drains etc. are kept free from debris and that the college and grounds are litter free.

To undertake porterage tasks as required including setting up and clearing away furniture.

To report emergencies in the case of faults with gas, electric and water supply to the Director.

To clean the internal face of external windows and other internal glass within the limitations of safe working practice.

To monitor stock levels of consumable items such as fuel, grit, toiletries, light, bulbs/tubes and arrange to replenish supplies in accordance with current procedures.

To maintain appropriate records including intruder alarm logbook, repair orders, and heating system records book, carry out meter readings

To comply with the requirements of Health and Safety, other relevant legislation and College policies and carry out weekly fire alarm tests, and assist with evacuation procedures.

To ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary and reports defects and malfunctions to the Director.

**To undertake handy persons duties as directed by the Director as outlined below:**

* **Painting and Decorating** – as required
* **Joinery-** First line maintenance of fixtures and fittings, examples: tightening  screws on window hinges, maintenance on door handles, minor repairs as  a temporary measure after break-ins, vandalism etc.
* **Plumbing**- un-blocking sinks, traps and waste pipes. Adjustment and re- washering of taps.
* **Internal Glazing** – Remedial action after break-ins, for example boarding  up of broken windows.
* **Exhibitions**- manual support with all exhibitions held by the Core Arts as required.
* **Events**- manual support with all events held by the Core Arts as required
  + - 1. **GENERAL**

Act as an ambassador for Core Arts by sharing the enthusiasm and passion it represents, and by taking pride in the organisation’s public appearance.

Comply with Core Arts policies including Equality & Opportunities, Health & Safety, Fire, Safeguarding, and other policies that are included within the Organisation Handbook.

Support and monitor Core Arts environmental impact, acting sustainably across all work areas.

Always look for ways for Core Arts to improve and actively feedback constructive ideas.

Support colleagues at all times and be prepared to take on any other reasonable duty, as required to ensure the organisation always performs at its best.

Be a designated key holder for Core Arts spaces.

* **PERSON SPECIFICATION**  **Essential Skills**

Good technical problem solving skills

Experience of building maintenance

Knowledge of basic electrics

Carpentry skills

Good knowledge of Health and Safety and Fire regulations

Experience of collaborating with artists and musicians

Good communication and organisation skills

Ability to work as part of a team

Ability to work under pressure to tight deadlines.

IT competency

Full clean driving license

**Desirable Skills**

PAT Testing certificate

First Aid Qualification

Experience of rigging, operating and maintaining music equipment

Experience of Framing and hanging Art Exhibitions



**Working style and Interests**

* An energetic and self-motivated approach to work, with an ability to organise and prioritise a demanding workload, working effectively with minimal supervision.
* Ability to learn quickly and on the job.
* An interest in, and understanding of, contemporary culture and community arts.
* A willingness to work flexible hours, including evenings and weekends.
* A willingness to contribute wholeheartedly to the efforts of the team.
* Tidy with an attention to detail.

[www.corearts.co.uk](http://www.corearts.co.uk)

<http://www.facebook.com/coreartshackney>

<https://twitter.com/coreartshackney>