



JOB VACANCY JUNE 2024  
BUILDINGS MANGER

Soho Theatre is London's most vibrant producer for new theatre, comedy and cabaret. A charity and social enterprise, we are driven by a passion for the work we produce, the artists we work with and the audiences we attract. We are working towards the opening of an exciting new second venue in London, Soho Theatre Walthamstow. A culmination of many years of Soho's work, in collaboration with a grassroots local campaign, to save a glorious, 1930s art deco venue with an incredible heritage reinvented as a 1,000-capacity venue for world-class comedy, panto, performance and participation – a 'local theatre with a national profile'.

Led by a collaborative and diverse senior team and board, Soho Theatre is an exciting place to work with a strong team ethic, fast paced, and with opportunities and intent for staff development and progression.

We also own and operate Soho Theatre on Dean Street in the heart of London's West End. A former Synagogue, we raised funds, purchased and redeveloped it, opening it in March 2000. Today it is one of the capital's busiest theatre and comedy venues, with a year-round festival programme and a buzzing bar. Our roots date back to the early 1970s at the Soho Poly Theatre. Small but influential, Soho Poly was radical and relevant, capturing the excitement and innovation of its time. Today our work is wide-ranging, drawing from this fringe heritage, and adding a queer, punk, counter-culture flavour. We champion voices that challenge from outside of the mainstream, and sometimes from within it too. We value entertainment and a great night out.

We produce and co-produce new plays, work with associate artists and present the best new emerging theatre companies and comedians. We present the early work of countless UK artists (many who become industry giants), and we present many international artists' London debuts. We have a thriving variety of artist and talent development programmes, artists under commission and in development, and two new writing awards including the national Verity Bargate Award for new playwrights.

Work extends far beyond our home, with a UK and international touring programme and connections. We present shows and scout talent at Edinburgh Festival Fringe and have close links with the Melbourne International Comedy Festival. We are the UK's leading presenter of Indian comedians and regularly present work there. We film shows and create our own digital work seen across our social platforms, on TV and inflight and streamed from our website.

## OUR STRATEGIC GOALS

**THEATRE:** continue to increase the resource, profile and quality of Soho's theatre and new writing programme; to ensure that this work sits well within Soho's lively cross-genre festival programme with diverse audiences, but also carves out the space to breathe and flourish within it.

**COMEDY:** work to ensure that we maintain an industry leading place through thoughtful curation, innovation and always being able to spot the next new talent; ensuring that artists continue to see Soho as a home for comedy and one of the places they want to perform; maintain programming integrity as we grow our audiences through Walthamstow, touring and digital.

**CREATIVE ENGAGEMENT:** grow our pathways for creative participation from early years to adulthood, supporting the next generation of artistic talent; support the growth of creative, connected communities around a new local theatre in Walthamstow

**WALTHAMSTOW:** successfully open and establish as a 'local theatre with a national profile', working with our key stakeholders of Council and community. Effectively manage the resultant change, organisational growth and risk.

**AUDIENCES AND DIGITAL:** build our distinctive London brand towards wider and inclusive audiences, with a particular focus on LGBTQ+, South Asian and Waltham Forest; international focus on India as well as Australia and the USA. Continue to build digital audiences and sustainable business models, also moving into specific digital content creation (as distinct from digital capture of live).

## Job Description

<b>Job Title:</b>	<b>Buildings Manager: Soho Theatre &amp; Soho Theatre Walthamstow</b>
<b>Purpose of Job:</b>	To manage the building, office, systems, infrastructure and associated budgets to support all the activity that takes place across both Soho Theatre venues.  To ensure the theatre sites are compliant, safe and welcoming to all visitors.
<b>Reports to:</b>	Operations Director
<b>Working closely with:</b>	Technical Team, Operations Team, Creative Team, External Contractors, Head of F&B
<b>Location:</b>	Soho Theatre Walthamstow, 186 Hoe Street, E17 4QH & 21 Dean Street, London, W1D 3NE; as directed

## Overview

This is an exciting time to join a forward-thinking organisation at a time of growth and expansion, as we move to become a multi-site operation.

The Buildings Manager is a key role in the Soho Theatre team and will be responsible for ensuring the operation of both theatre sites, office, systems and plant are managed efficiently and safely. The role will require a practical approach to building management and IT support, covering all aspects of physical infrastructure, including making sure our busy venue is always presentable to audiences and visitors. They will work closely with the Operations Director, Audiences, Technical and Bar teams to ensure the buildings and venues are delivering on all fronts, including adhering to our sustainability goals.

Responsible for overseeing the day to day building and facilities operations; soft and hard services, and looking ahead to planned preventative maintenance of Soho Theatre's physical assets and infrastructure.

## Launch of Soho Theatre Walthamstow (launch 2025)

- To familiarise yourself with the detail of the project to support in the final building stage and handover to practical completion at end of September 2024.
- To be the primary point of contact on a day-to-day basis at an operational level for facilities, systems and plant related questions and commissioning.
- To support the various Soho Theatre teams, ensuring that they remain fully informed and participate, as appropriate, in decisions relevant to their specific areas.
- To identify contractors and suppliers to work across both sites, tender joint contracts and collaborate on procurement processes, ensuring that the interests of both venues are represented
- To be the primary lead for the Building Occupation and Fit-Out Works Schedule.
- To create Safe Systems of Work and Building Risk Assessments.
- To support Digital, Podcasting and media suit where necessary.
- To support the Creative and Communications Teams with filming and media requirements within the venue.

## Building Maintenance & Compliance

- Provide a practical, hands-on, solution-based approach to day-to-day facilities management.
- Plan and manage a schedule for preventative maintenance for Soho Theatre, Soho Theatre Walthamstow, and, in collaboration with the Head of Food & Beverage for Soho Theatre Bars across both venues.
- Ensure that all venue users comply with Safe Systems of Work and Building Risk Assessments
- Ensure frequent building systems reviews and checks, report defects and make strategic improvements
- Be responsible for management and maintenance of building plant and machinery

**JOB VACANCY JUNE 2024**  
**BUILDINGS MANGER**

- Ensure Soho Theatre complies with all Health & Safety legislation related to the fabric of the buildings and their upkeep.
- Ensure the safeguarding of the Historic Grade II\* status of the building is maintained throughout all building maintenance works.
- Maintain the site as required; conduct maintenance directly, book in-house maintenance support to deliver work, or oversee contractors coming to work on site
- Respond to and resolve all emergency maintenance issues
- Schedule and oversee all routine and annual compliance tests (water, gas, electricity, alarms)
- With the Technical & Production Manager arrange annual building-wide PAT testing, inspection of electrical installations and lifting equipment by certified contractors and to keep up-to-date records
- Manage the asset register across both venues to ensure that the Operations Director there is comprehensive cover for all theatre activity (on and off-site), the bar and flats (recharges are made for this)
- Manage the relationship with the buildings contract cleaners, and ensure high standards of cleanliness and good housekeeping across the buildings at all times
- Maintain excellent records for all maintenance and compliance activity
- Act as the first point of contact for the leasehold flats above Soho Theatre Dean Street, the managing agents for the flats, and their appointed contractors requiring site access via the theatre
- To act as the first point of contact to facilitate access to the shared plant and Infrastructure services between the commercial units at Soho Theatre Walthamstow
- Liaise with venue teams to schedule removal of waste items from the building.
- To be the lead in coordinating across departments the management of assets and documents within the offsite archive storage unit
- Optimising the efficiency of services within the Soho Theatre premises: Dean Street & Walthamstow
- As a member of the Green Team, look for ways to make the building aspects of ST's work more sustainable

**Office & Contract Management**

- Management the Soho Theatre offices and ensure everything is working well and in a good state of repair
- Working with the external IT company and IT associate, maintain an overview and working knowledge of Soho Theatre's IT systems and infrastructure, including computer hardware and software, tablets and phones
- In collaboration with the Operations Director, develop a good understanding of each of Soho Theatre's chosen software systems, and look at ways to integrate them with an eye to improving efficiency and process
- Create and implement a contractor Management system across both sites.
- Ensure Soho Theatre receives the best and most appropriate service from contractors across the building, that maintenance is cost effective, delivered safely, meets sustainability aims and ensures productivity and functionality
- Monitor utilities consumption and work with Operations Director and Soho Theatre's energy broker to ensure appropriate contracts are secured.
- Ensure that sustainability is embedded in all areas of work and future thinking (e.g. change of supplier or process)

**Health and Safety**

- Lead the management of building health and safety, as delegated by the Operations Director, ensuring all relevant legislation is adhered to and that safe working practices are always observed. Support Soho Theatre and Soho Theatre Walthamstow in meeting its statutory H&S, environmental and security responsibilities.
- When on duty, act as point of contact for all City Council representatives with an operational interest in Soho Theatre – Licensing, Environmental Health, Health & Safety – and maintain an awareness of wider developments in these areas in the borough
- Ensure all external contractors receive a H&S induction upon arrival and before commencing work
- Ensure adequate, up-to-date risk assessments and RAMS are in place for all works taking place on site ensuring they are adhered to for all building activity

- Act as appointed first aider, fire marshal and key holder for the building, including responding to alarm call outs as and when required
- Support the Operations Director, who is the senior lead for Health & Safety
- Ensure full compliance with all building-related legislation
- Manage the annual H&S audit, and all other planned and unplanned inspections, oversee remedial work required as a result
- Maintain building risk assessments and method statements, issue hot work permits
- Deliver building H&S inductions to all new staff
- Run weekly fire alarm tests, and quarterly fire drills
- Report on all building-related matters to the quarterly H&S Committee meetings

### Security

- Act as a Duty manager as and when required
- Being the first point of contact for all building safety and security issues ensuring that the Operations Director is kept informed.
- Manage day-to-day security systems for both sites, working closely with daytime and evening staff to ensure building systems support and complement our culture and training
- Maintain the intruder and panic alarm systems, key access and door codes
- Maintain the buildings CCTV system, including access control and people occupancy systems.
- Act as counter-terrorism liaison, attending police, local authority and BID meetings and training, disseminating relevant information to staff teams as needed
- Liaise with the police when required regarding incidents when they occur
- To be a keyholder and ensure that adequate out of hours and emergency business continuity plans are in place; including responding to out of hours alarm call outs as and when required.

### Financial

- Manage annual general maintenance budgets, including service contracts and utilities.
- Provide financial reports to the Operations Director and Head of Finance as requested.
- In collaboration with the Operations Director, review, negotiate and appoint annual contracts and utilities suppliers (tender when required) ensuring value-for-money and quality of standards are maintained. Soho Theatre looks to identify and work with contractors who share our desire to be inclusive and sustainable

### General

- To lead by example, championing and promoting the values and behaviours of Soho Theatre, promoting diversity and inclusion and acting as an ambassador for the organisation.
- Support the aims and objectives of Soho Theatre, both internally and externally
- Attend programming and diary meetings and other internal meetings as required
- Uphold the company's equal opportunities, access and diversity policies
- To work with integrity and respect.
- Be fully aware of the theatre's activities and programme of events at all times
- Undertaking any other duties as may be appropriate to the nature of the post, as agreed with the Operations Director

**This is a guide to the nature of the work required of the Buildings Manager. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and the line manager from time to time.**

## Person Specification

### Qualities

- The ability to work successfully in an energetic and dynamic environment
- A creative, confident, ambitious communicator who is proactive and positive
- Flexible attitude and approach to work and working hours. As an evening entertainment venue, the role revolves around evening and weekend work
- Ability to work independently and use own initiative but also work collaboratively within a team.
- Proactive with a hands-on approach to problem-solving.
- Highly organised and self-motivated
- Ability to remain calm under pressure and prioritise effectively
- An interest in - and enthusiasm for – new writing and ambitious approaches to theatre, comedy and cabaret
- Friendly and approachable, with an interest in meeting new people
- Willing to contribute to interpreting a creative vision
- Ability to contribute to an open, supportive and creative working environment

### Essential Experience

- Experience of management of building and/or facilities management, preferably in a performing arts building/theatre
- An ability and understanding of scheduling works within a busy working environment
- Knowledge of current H&S, licensing legislation and approved codes of practice.
- Experience of managing budgets
- Knowledge/experience of building management systems
- Good communication skills, oral and written, and the ability to communicate and interpret technical Information for non-specialists
- 

### Desirable Experience (not part of shortlisting process)

- Involvement in the opening of a new theatre/technical space
- Qualification in building/facilities management
- Experience of working in a large and/or multi-purpose building

### Essential Skills

- Shrewd and detailed approach to managing contractors and suppliers
- Competency In Microsoft Office packages
- Ability to work at height safely and with confidence
- Ability to communicate clearly, effectively and with authority and to lead by example
- An awareness of the access requirements that may be presented by artists and patrons, and to identify reasonable adjustments to make their time here safe and comfortable
- Excellent attention to detail and time management

### Desirable Skills (not part of shortlisting process)

- Ability to use a wide range of portable power tools and hand tools safely with confidence
- First Aid at Work
- IOSH certification
- DBS check
- Commitment to continuing professional and personal development and to developing best practice
- An interest in the arts and the work of Soho Theatre

## Terms And Conditions

### Equal Opportunities

Running through the core of Soho Theatre are the values of equality of opportunity, diversity of background and inclusion and accessibility for all. Our artists, audience and staff reflect a diverse London and we work hard to increase representation across cultures and experience.

### Terms of Employment

This is a permanent full-time role, with a 6-month probation period, working from Soho Theatre Walthamstow, 186 Hoe Street, E17 4QH; Soho Theatre 21 Dean Street, London, W1D 3NE as directed

### Salary

£45,000

### Holiday entitlement

20 days per annum plus Bank Holidays, rising to 25 days plus Bank Holidays after one full year of continuous employment.

### Hours

The full-time working week is 35 hours, with an hour unpaid for lunch, and revolves around Soho Theatre's live performance programming across evenings and weekends. Normal working week is 35 hours over a 5-day period, Monday to Sunday.

### Pension

The Company operates an auto-enrolment pension scheme, which you are eligible to join after three months of employment. This is at the rate of 3% from the employer and 5% from the employee on qualifying (banded) earnings. The Government will pay in 1% of qualifying earnings, which is tax relief. If you have made other arrangements, there is the option to opt out altogether.

### Staff Benefits

- Complimentary tickets for Soho Theatre shows
- Employee Assistance Programme including:
  - GP Services
  - Health Check
  - Seasonal Flu Jabs
  - Stress Support
  - Group Life Cover
- Staff discount at Soho Theatre Bar and other local businesses
- Season ticket and Cycle to Work loans
- Seasonal flu jabs
- Training and development opportunities

June 2024