



# Venue Assistant

Thank you for taking an interest in the **Venue Assistant** post at Tramshed.

## CONTEXT

For 50 years Tramshed has used the arts to bring people together and enrich lives. The organisation was previously known as Greenwich and Lewisham Young People's Theatre (GYLPT) until a rebrand in 2019 which reflected the increased opportunities we could offer from a more permanent base. Resident in the locally listed Woolwich Tramshed since 2009, we have continued to grow, and all our projects are artistically and socially driven. The building itself has become a place to meet for a number of local groups to get involved in activities, events and classes.

Tramshed has four key strands of work:

**Theatre** - Creating, programming and touring – this includes producing and presenting shows at the Tramshed, touring theatre to schools, and programming across our core boroughs and wider London.

**Participation** - Offering weekly term time and holiday participatory arts programmes for 5-25s including supported programmes for those with mental health challenges and those with learning differences and additional needs.

**Progression** - Providing training and development programmes that support young creative people aged 16-25, and emerging companies exploring routes into the creative industries.

**Community** - Delivering a community engagement programme that reaches out to diverse and isolated communities, developing new partnerships and new cultural programming including music, carnival and comedy.

Our work for and with young people continues to sit at the heart of the organisation. Tramshed now also works with underserved people of all ages.

Since November 2019 the Woolwich Tramshed building has been under-going a refurbishment programme. We will re-open in 2022 as an Arts Centre and Community Hub co-located with the new Greenwich Leisure Trust Centre in General Gordon

Square. We are currently operating from a pop-up venue in the heart of Woolwich, delivering comedy, music, performance and youth theatre throughout the year.

In this transformative and exciting year Tramshed are recruiting **a Venue Assistant through the Kickstart Scheme.**

We are an **inclusive employer** and welcome applications from people from all backgrounds and with all different kinds of life experiences. We are seeking a team that reflects and benefits from the diversity of our local area.

We

- are happy to receive recorded rather than written applications
- will meet access needs at interview and make any reasonable adjustments required for the workplace
- consider transferrable skills and examples of work experience in similar roles as an employee, through placements or as a volunteer

If you have some of the attributes and experience we list in this Job Description and ambition to develop your skills in please do apply for this role. We will offer **training and mentorship** for the candidate with the best fit.

Please do contact us with any queries at all on [info@tramshed.org](mailto:info@tramshed.org)

## JOB DESCRIPTION

TITLE OF JOB:	Venue Assistant
REPORTING TO:	Production Manager
LOCATION:	Tramshed, 41 Woolwich New Road, SE18 6ET

## PURPOSE OF YOUR JOB

- To provide a clean and safe environment for users of the Tramshed building
- To carry out repairs and maintenance tasks and DIY duties in order to ensure the buildings/grounds provide a safe environment for participants, audience, hirers and staff
- Set up space for hirers including any technical equipment required
- To support the move from our Temporary Space back to our permanent base, making it as smooth as possible

## CONTACTS

- Production Manager and office staff
- Audiences
- Hires
- Community Groups

- Participants
- Parents/Guardians
- Visitors especially contractors on site
- Cleaning staff or contract cleaning supervisor (as appropriate)

## MAIN AREAS OF RESPONSIBILITY

- General porterage duties including movement of furniture and equipment within Tramshed
- Daily and periodic cleaning of designated areas of the Tramshed building and grounds according to schedule of work
- Handyperson duties which may include minor repairs to furniture and fixtures and minor decorating tasks
- Work with Production Manager towards move back to the refurbished Tramshed. Cataloguing equipment and materials to be taken, disposing of unwanted items in the most environmentally sustainable and cost-effective way
- Greet outside premises contractors when working on-site and when they are carrying out repairs/maintenance work
- Carry out weekly fire alarm and heating system checks
- Such other duties which may arise from the use of the premises e.g supporting events
- Contribute to and support Tramshed's sustainability targets e.g: support with checking recycling, monitoring energy consumption, seeking and procuring sustainable supplies (such as Cleaning materials)
- Contribute to a working environment which supports equal opportunities and anti-discriminatory practice
- Ensure that the highest standards of health and safety as set by the H&S Lead are maintained at all times

## MAINTENANCE AND REPAIR WORK

- Carry out minor repairs and improvements e.g.: repainting, fixing door handles, replacing light bulbs and bring to the attention of the Production Manager or office staff any repairs or items requiring attention or that is too large or complex to be dealt with by the post holder.
- Record dates of repairs and services carried out at the Tramshed
- To make regular checks that all sanitary fittings are in working order and reporting any malfunction to the office
- Make a regular check of electrical sockets and electrical appliances to ensure that they are in working order and comply with safety standards e.g. no exposed wiring
- Ensure technical kit can function effectively – checking after power cuts, cleaning filters of dust, .
- To assist in carrying out the regular health and safety checks in accordance with the Tramshed's health and safety policy

## ORGANISATION CHART

Executive Director > Production Manager > Venue Assistant

The postholder will work largely on his/her initiative following agreed plans in this Job Description and work plan subject to the general and specific direction of the Production Manager.

## KNOWLEDGE, EXPERIENCE AND TRAINING

Essential:

- Experience of working in a similar environment e.g. community centre or arts centre
- Flexibility and sensitivity to the needs of a wide range of users of the Tramshed
- Ability to prioritise a workload efficiently and independently
- Evidence of success in completing handyperson or DIY tasks (paid or unpaid)

Desirable:

- Knowledge of electrical/technical kit e.g. projectors

## PROBLEMS AND DECISIONS

- Advising the Production Manager of faults to the buildings, fixtures and fittings which require specialist attention
- Support an annual premises survey
- Refer to annual survey to ensure all maintenance and H&S issues are rectified – to organise completion of highlighted works and report back to the H&S committee
- Monitoring and ordering an adequate stock of appropriate materials and equipment
- Liaising with contractors on site to ensure minimum disruption to the work of the Tramshed
- Supporting H&S risk assessments according to Tramshed guidelines

## ADDITIONAL INFORMATION

- The Tramshed premises may be used during evenings and weekends for Tramshed activities and by outside hirers. The postholder will be mutually agree with the Production Manager which lettings/events they can attend. Tramshed will either offer Time Off In Lieu (TOIL) or additional hourly payments.
- Holidays will be expected to be taken by arrangement with the Production Manager.

## **GENERAL TERMS AND CONDITIONS**

<b>Hours</b>	Part Time (25 hours per week).
<b>Salary</b>	London Living Wage, £10.85 per hour
<b>Holidays</b>	25 days per annum Pro rata for part time employees.
<b>Probation</b>	An initial 1-month probationary period.
<b>Notice</b>	The contract is subject to 1 months' notice either side.
<b>Pension</b>	Up to 3% matched pension contribution after qualifying period.
<b>Other Benefits</b>	6 complimentary tickets per season. house theatre network provides a series of employability and skills training to all Kickstart placements.
<b>Term</b>	Fixed term contract for 6-month placement.

Normal working hours will be specified in advance by the Line Manager.  
Any extra hours are to be agreed with your line manager and will be given back as time in lieu.

You will be expected to actively participate in the implementation of Tramshed's policies on Equal Opportunity, Environmental Action, Data Protection and Health and Safety within relevant legislation.

The Job Description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility outlined.

The job description for this position may be reviewed and amended to incorporate the future needs of Tramshed's development.

All other Terms & Conditions are outlined in Tramshed's Employee Handbook.