

GREAT SHOW PRODUCTIONS LTD

VENUE ASSISTANT / SHOW CREW COVER

Great Show Productions is seeking a Venue Assistant to support our Venue Operations Manager on an exciting new experiential production set to captivate audiences in the heart of London.

The candidate should be a meticulous and proactive worker capable of conducting venue maintenance and safety checks. The Venue Assistant proactively supports the Duty Venue Manager in maintaining the theatre, ensuring a clean, safe, and welcoming environment for audience members and performers. This role will also be required to act as show crew cover up and require to be called out at unsociable hours to deal with venue problems.

JOB TITLE: Venue Assistant / Show Crew Cover

REPORTING TO: Venue Operations Manager

DIRECT REPORTS: None

LOCATION: Earls Court, London

MAIN PURPOSE: To support the Venue Operations Manager to ensure that the venue is safe, fit for purpose and regularly maintained

START DATE: September 2024

CONTRACT: 2 years fixed term contract, up 48 hours across 5/6 days. 30 days annual (including bank holidays)

SALARY: Up to £32,000 per annum, depending on experience

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KEY RESPONSIBILITIES:

Venue Maintenance:

- Ensure all lights, heating, plumbing, and HVAC systems are functioning effectively.
- Monitor and report on maintenance issues and areas that need attention.
- Be familiar with the location of stopcocks, gas meters, and electricity meters and read meters as required.

Event Support:

- Assist in setting up and breaking down the theatre for events, including seating and technical equipment.
- Cover as Show Crew two to four times a week.

Health and Safety:

- Ensure fire escape routes are clear and test fire alarms weekly.
- Adhere to health and safety regulations and report any hazards or incidents promptly.

Inventory Management:

- Manage and restock supplies, monitor stock levels, and receive and check goods.

Staff and Contractor Coordination:

- Manage staff accreditation, door fobs, venue access, and visitor sign-in.
- Oversee on-site contractors to ensure safe working practices.

General Duties:

- Report areas missed by cleaning staff and ensure high standards of cleanliness.
- Perform any other reasonable duties as instructed by the Duty Manager.
- This role will be required to cover as Show Crew two - four times a week
- This may be called out at unsociable hours to deal with venue problems.

PERSON SPECIFICATION:

Skills & Experience Required:

- Proven experience in venue maintenance, preferably in an immersive or experiential production.
- Strong organisational and problem-solving skills.
- Effective communication abilities.
- Ability to work under pressure.
- Flexibility with working hours, including evenings, weekends, and holidays.

Desired, but not required:

- Experience with HVAC, fire panels, and plumbing.
- IPAF holder.
- First aid Level 3 certification.

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How to Apply:

Interested candidates should submit their resume and a cover letter detailing their relevant experience and interest in the position to recruitment@rodeoproductions.co.uk by 22nd August 2024. Please include "Venue Assistant Application - [Your Name]" in the subject line.

The Great Show Production Limited is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.