

VENUE ASSISTANT
Theatr Clwyd
Job Description

Responsible for: N/A
Reports to: IT & Facilities Manager

Job Purpose

The Venue Assistant is primarily responsible for assisting in the movement and setup of furniture and equipment required for the smooth running of the building and the activities taking place within it.

The Venue Assistant will also assist in the upkeep and maintenance of the building, helping ensure that the site is clean, safe, warm, welcoming and fit for purpose at all times

Key responsibilities

- To set venue spaces ready for events and day to day business use.
- Set-ups can include seating, other furniture, catering, workshops, activities, electrical equipment including sound systems, lights, projectors and laptops.
- Assisting in the preparation and operation of events, including the assembly and dismantling of equipment and minor repairs and replacement when required.
- To support the venue technical team with basic technical tasks
- To check the safety of equipment in areas of responsibility and report any damage or malfunction of equipment immediately after discovery.
- To ensure that a consistently high level of cleanliness and hygiene is always maintained throughout the facilities.
- To assist in maintaining equipment, back areas, and stores in a clean, safe and tidy manner
- To understand and comply with emergency procedures (emergency action plan) and to assist with any such incidents in the appropriate manner.
- To support retail and catering activity as and when appropriate
- This is a physically demanding role, working across large venue spaces and is not office based.
- Any other duties as requested by the IT & Facilities Manager

Person Specification

Essential

- Good team-working and interpersonal skills, with ability to build effective relationships with a wide range of people.
- Good time-management and organisational skills, with ability to multitask, prioritise and problem-solve.
- Ability to self-motivate, use own initiative
- Able to carry out regular lone and assisted lifting tasks;
- Willingness to adopt a flexible and adaptable approach to day-to-day workload.
- Willing to work flexible hours including evenings, weekends and Bank Holidays as the business requires

Desirable

- A basic understanding of lighting and sound equipment
- Written & Spoken Welsh.
- Full Driving License.