



Part-time Venue Supervisor

Hours: 16 - 20hrs per week (flexible and variable dependent on requirements)

Salary: £11.80 per hour (depending on experience)

Main Purpose of the Post

To implement the ongoing maintenance, restoration, improvements and inspection regime of the Barn buildings and site.

To lead on co-ordination of a clean, safe and welcoming environment for both visitors and performers at Barn, overseeing the setup and breakdown of public events, workshops, exhibitions and private hires, and serving as a main key-holder for the premises.

The Venue Supervisor will report to the Head of Operations and work closely with the Technical Manager to ensure all areas of the building are fit for purpose providing a safe, functioning and energy efficient environment for all users.

In so doing, the post holder has the responsibility to continuously adhere to the Health & Safety practices and the policies of the Barn and to comply with all licensing and building regulations.

The post holder will also play a key role in the maintenance of our outdoor spaces including our Wild and Walled Gardens.

The post holder will work within a small multi-disciplinary team where a positive approach to team working is vital. The Barn's operations are supported by a large team of volunteers, and the Venue Supervisor will be expected to support the work of others within this extended team.

Main Duties of the Post

Housekeeping & Maintenance

- Take responsibility for the delivery of the planned maintenance strategy
- Maintain a central record of inspection and servicing documentation and records of maintenance and safety checks
- Co-ordinate a register of the Barn's assets and equipment



- Take responsibility for ensuring compliance with all relevant Health and Safety assessments and monitoring, ensuring compliance across the site
- Assist the venue team in keeping the property in excellent condition
- Lead on regular building checks to make sure that the buildings are clean, safe, and secure
- Support the delivery of our sustainability strategies to provide net-zero carbon buildings and create resilient, resource-efficient assets to do so
- Ensure the highest standards of cleanliness, presentation and safety are provided for visitors, audiences and artists/performers at the Barn
- Ensure clear and safe pedestrian access to the premises particularly in adverse weather conditions (e.g. clearing snow, gritting etc.)
- Ensure that gullies, drains etc. are kept free from debris and that the premises and grounds are litter free
- Arrange to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc. and clean up spillages as required
- Ensure heating equipment is efficiently and effectively operated, make adjustments as necessary and reporting defects and malfunctions to the Head of Operations
- Carry out weekly fire alarm tests
- Complete weekly venue inspections and file completed reports for the attention of the Head of Operations
- Ensure all equipment and materials are stored safely and appropriately
- Ensure that shared storage areas are organised and safe for staff, affiliates and volunteers who may require regular access to them
- Undertake a regular programme of venue maintenance encompassing repainting, light-bulb replacement, small-scale joinery, furniture/equipment repairs and PAT testing
- Attend to, where necessary, personnel visiting the site such as contractors
- Organise and undertake on a pre-planned basis the cleaning, resealing and polishing of the harlequin floor
- Oversee stocks of consumables, advising the Head of Operations of any necessary purchases
- Report any significant building repairs and maintenance issues to the Head of Operations as soon as they arise
- Act as a main key-holder for the venue, undertaking opening and locking up duties; responding to alarm call outs and maintaining an alarm logbook
- Undertake an agreed programme of venue inspections over closed periods

- Respond to emergency calls
- Keep and update inventory of paint colours used on the premises

Event Support

- Participate in regular Production meetings to discuss and address venue set up requirements for the creative, commercial and community programmes
- Set up all appropriate seating, staging and equipment for each programmed event as per agreed layouts
- Support the installation of gallery exhibitions where required
- Support occasional get-in and get-outs at the Barn, which may involve heavy lifting

Groundsperson

- Carry out and/or oversee various gardening duties including lawn maintenance, grass cutting of planted areas around the car parks and farm house, weeding, pruning and watering
- Use and maintain hand tools and basic light machinery, mowers and strimmers
- Perform oil level checks and checks for damage to any mower and strimmer
- Ensure all equipment, machinery and sheds and storage container are secure
- Keep the tool sheds and storage container clean and tidy
- Keep inventory of tools and equipment up to date
- Empty litter bins around the premises

Additional duties

- To attend and make an active contribution to regular Barn team meetings
- To oversee and delegate to the venue team
- To act at all times as an ambassador for the Barn
- To undertake such other tasks as may reasonably be requested by the Senior Team

<u>Essential</u>	<u>Desirable</u>
• Be personable and presentable • Good communicator • A reasonable level of physical fitness • A positive and solution focussed approach in the workplace • An attention to detail, with the ability to meet deadlines • Effective team player • Ability to travel independently	• Minimum 3 years' venue experience, or equivalent • Proven experience of building services and systems • Previous line management experience • Experience of working with volunteers in a mentoring, training or supervisory role



• Availability to work flexibly, during the week and at weekends • Good IT skills	• Experience of mechanical repairs and the ability to mend machinery and make small repairs
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Hours

16-20 hours per week (flexible and variable dependent on requirements)

Hours worked per week will be aligned to venue operations and will include weekends.

Pay and Contract

Summary of conditions of employment:

This is a permanent part-time post

- Hourly rate of pay: £11.80
- A £30 call out fee will be payable for each call out occurrence between the hours of midnight and 7am. This payment is in addition to the hours accrued as a result of call out duty.
- Holiday: 32 days pro rata per year
- You will need a full driving license valid for driving in the UK. This is essential for this role.

Benefits

Complimentary tickets to selected shows

Priority booking for selected events at the Barn

To apply please submit an up to date CV and cover letter outlining your experience and suitability for the post, making specific reference to the job requirements and criteria.

Application deadline 30 June 2023 at 5pm

Please send all applications to applications@thebarnarts.co.uk or by post to The Barn, Burn o' Bennie, Banchory, AB31 5QA marked **Venue Supervisor**