**Venue Fire Watch and Security**

**(Perth Concert Hall & Perth Theatre)**

**Job Description**

**Background**

Horsecross Arts is the creative organisation and charity that runs Perth Concert Hall and Perth Theatre.

We’re here to create a buzz; to inspire, entertain, surprise and delight. When you join Horsecross Arts, you’re not just turning up for work; you’re buying into an organisation that wants to be the best. Perth Concert Hall and Perth Theatre are both great buildings, but it’s the people that make them really special.

**Purpose**

Provide Fire and Evacuation safety and low-level security during events and performances. Assist with the regular upkeep and maintenance of the buildings, preparation and setting up of facilities for meetings, conferences, concerts and events liaising with staff, artists and clients to ensure all operational requirements are met.

**Organisational relationships**

Your line manager is the Venues Team Manager, you will also work in partnership with Production Teams at the Concert Hall and Theatre.

**Base**

You are employed by Horsecross Arts Limited, Perth Concert Hall and Perth Theatre. You are required to work at all Horsecross venues.

**Duties and Responsibilities**

**Venues Duties**

***Fire Watch***

* Provide Fire and Evacuation Safety during events and performances.
* You will provide low level security within the parameters set out.
* You will have or be trained to have a thorough working knowledge of all aspects of production and technical work.
* You will be the first interface with performers, other staff and public who arrive at stage door.
* Ensure very high standards of Health and Safety & security for members of the Public, clients/performers & Horsecross staff as well as Horsecross buildings and equipment.
* Carryout the pre-performance check list, including fire escapes, locking or unlocking doors as required.
* Carryout post performances checks, including secure the auditorium, light switch off and generally secure the building once everyone has left and make sure all unnecessary equipment is switched off.
* Act as doorman until the bar/restaurant closes
* By agreement be a key holder on the callout list.
* Cover holidays for the daytime venues supervisors.
* Porterage when required
* Performing rooms set up including basic AV

***Security***

* Monitor the CCTV and other cameras
* Operate the security doors within the building.
* Ensure all doors and windows are secured as necessary during the day and lock up and secure the building at the end of the day.
* Report security incidents, check the identity of unknown persons
* Back up FOH and catering staff in the event of a disturbance.

***Cleaning***

* Liaise with the evening cleaner
* Check entrances and access points have been cleaned.
* Should there be no cleaner on site you may be called to help carryout emergency cleaning

**Health & Safety**

* Notify your line manager and the Venues Team Manager of any Health & Safety issues which arise.
* Assist in risk assessments for the production and technical elements of each event and general risk assessments for specific areas of work within your department.
* Maintain COSHH and Health & Safety records relevant to your areas of work.

**Responsibilities of all staff**

* Be aware of the work of other departments in the achievement of Horsecross’ aims
* Take an active part in communicating and co-operating with other staff and departments
* Follow all Horsecross guidelines, procedures
* Work in accordance with the Equality & Diversity Policy of Horsecross
* Be aware of, and comply with, rules and legislation pertaining to Health & Safety at work
* Take an active part in achieving high standards of customer and client care

**Person specification**

**Essential skills & experience**

* H&S awareness/training
* Experience in working with the public
* Able to undertake physical tasks (including working at height)
* Excellent communication skills
* Experience of team working
* A commitment to delivering the highest standards of customer and client care
* To be on the callout rota you must be within 20 minutes travel time of Perth Concert and Perth Theatre.

## Desirable skills & experience

* Knowledge of or interest in the Arts
* Driving licence
* Have experience and training of work within a venue
* Awareness, knowledge or experience of live sound and lighting
* First Aid Certificate

NB: A basic disclosure check is a requirement of this post.

**Terms & Conditions\*:**

**Hours of Work:** No guaranteed hours

Flexible hours including evening and weekend work

Rate of Pay: £8.37 per hour (Min shift: 4hrs)

**Holidays**

Holiday entitlement is 4 weeks, rising to 4 weeks and 2 days after 3 years’ service and rising to 5 weeks after 5 years’ service, plus 8 days Public Holidays (4 fixed – Christmas Day, Boxing Day, New Year’s Day, 2 January) (Part-time pro rata)

**Pension**

The Government has introduced a new law which requires employers to enrol their workers into a workplace pension scheme automatically if they:

Are not already in one;

Earn over £10,000 a year/£833 per month/£192 per week

Are aged 22 or over; and

Are under State Pension age

If you meet these requirements during your contract with Horsecross Arts, you will be auto enrolled into our qualifying scheme – The National Employment Savings Trust (NEST) Pension Scheme.

You can choose to opt out of the scheme if you want to, but if you stay in you will have your own pension which you get when you retire;

Horsecross Arts Ltd and you pay into it every payday;

The government may also contribute through tax relief;

Your pension belongs to you, even if you leave us in the future

If you do not meet the criteria to be auto enrolled, you have the option to join the NEST pension scheme if you wish.

**Staff benefits**

• Complimentary and discounted tickets for selected Horsecross Arts’ concerts and events

• Reduced rate on local authority gym and leisure memberships

• Discount on select meals from Glassrooms Café and Perth Theatre Café and restaurant

• Be part of an award-winning team!

\*subject to review