



**worthing theatres and museum**

## **Junior Venue Assistant**

**KICKSTART**  
**SCHEME**

[gov.uk/kickstart](https://www.gov.uk/kickstart)



Salary: Current National Minimum Wage (depending on age, based on a full year)

Hourly Rate: Current National Minimum Wage (depending on age)

Hours: 25 per week

Holiday : 20 days p.a. plus 8 standard bank holidays (pro rata)

Contract: 6 months

Place of Work: Connaught Theatre, Union Place, Worthing

Closing Date: 19th July 2021

Interview Date: TBC

### Who We Are

WTM (Worthing Theatres & Museum) is a newly registered charity dedicated to the following primary objectives :

- ☒ Promoting Dramatic Arts, Theatre and other cultural activities at the Pavilion & Connaught theatres, The Assembly Hall in Worthing.
- ☒ At every opportunity, using these cultural activities to advance Education and promote Social Inclusion.
- ☒ The preservation of important historical collections of decorative arts and clothing in Worthing Museum



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## **Job Description**

### **Principal Purpose of Job (Role Summary)**

This post is part of the Kickstart scheme which is a £2 billion fund to create hundreds of thousands of high quality 6-month work placements for young people. This post aims to prepare the candidate for similar maintenance roles and practical work with a focus on Health and Safety in the workplace. The postholder will work with the Technical and Production Manager to support the department with practical tasks such as decorating, gardening, safety checks and minor maintenance. The candidate will also perform administrative tasks such as monitoring email inboxes, answering the phone and raising purchase orders as required by the Technical and Production Manager.

No prior experience is necessary however relevant training or experience is welcome.

### **Main Duties, Tasks and Responsibilities**

1. Assist the Technical and Production Manager with the day-to-day upkeep of all WTM venues, completing tasks including minor unskilled repairs, decorating and gardening as required.
2. Support the Venue Layout Assistant by learning how to safely carry out seating and staging layouts across the venues (manual handling training provided).
3. To carry out basic Health and Safety Checks on Technical Equipment such as Ladders and Portable Appliance Testing (training provided).
4. Monitoring the team email inbox.
5. Raising purchase orders and completing other administration tasks as required by the Technical and Production Manager.



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### General

1. Undertake all duties in accordance with WTM policies, in particular those relating to Customer Care and Equal Opportunities.
2. Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
3. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or WTM policies.

The postholder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that WTM reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The postholder will be consulted about any proposed changes.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

### **Additional Employability Support and Training**

The successful candidate will receive the following support and training:

1. 1-2-1 mentoring and progress monitoring
2. CV writing support
3. Interview skills training and mock interviews
4. Access to Cities of Learning online support portal
5. Digital credentials
6. WTM induction training (including equality and diversity, health and safety, safeguarding and fire safety)
7. Systems training (as required)- Gsuite
8. Access to a range of work-based online courses via WTM's learning platform subscription



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### **Criteria**

#### Essential

1. Basic DIY skills or experience of decorating, gardening, technical or similar
2. Basic communication skills
3. Work well in a small team
4. Able to follow instructions in line with Health & Safety regulations
5. Keep to schedules and planned work times
6. Be physically able to complete tasks including manual handling/labour and move between venues
7. Be able to work varied shift patterns
8. Basic IT Skills
9. Positive attitude and a desire to learn and develop new skills

#### Desirable

1. Experience of general venue/building maintenance and DIY Skills
2. Experience of Working at Height
3. Health and Safety Knowledge within the Entertainment Industry
4. Trade Qualifications of any kind (e.g. Carpentry, Electrical, Decorating etc)

### **How To Apply**

**If you are interested in applying for this role please visit our website at <https://wtam.uk/job-vacancies/> and download the application form, once filled out please submit this to [business.admin@wtam.uk](mailto:business.admin@wtam.uk) by the closing date.**

Worthing Theatres & Museum is a registered charity and pursues a policy of equal opportunities. Worthing Theatres & Museum values diversity, promotes equality and challenges discrimination. We encourage and welcome applications from all backgrounds and all parts of the community.

All applications are judged on merit.

