



DEPUTY BUILDING MANAGER JOB DESCRIPTION & PERSON SPECIFICATION

Responsible to: Building Manager

Responsible for: Stage Door Keepers, Cleaning Team

Key relationships: Building Manager, Venue Duty Managers, Stage Door Keepers, Cleaners, Production and Front of House Departments, General Management

Salary: £33,000 per annum

Contract: Full time, Fixed-Term contract (1 year with the possibility of extension)

Deadline for applications: 10am on 16th September 2024

Applications will be reviewed and interviews will take place on a rolling basis. Shortlisted candidates will be notified in due course. If you are interested in this role, we encourage you to submit your application as early as possible. We reserve the right to close this vacancy as soon as we have received sufficient applications for the role.

How to apply: Complete the application form [here](#), including your CV and cover letter.

If you have any questions or are experiencing any difficulties with the application process, please contact workwithus@punchdrunk.com

OUR HISTORY

Founded in 2000 by Felix Barrett MBE, Punchdrunk is widely recognised as the “pioneer of the ‘immersive theatre’ phenomenon” (The Telegraph). The company is best known for their mask shows, a form of theatre in which roaming audiences experience epic storytelling inside singular, sensory worlds. These productions have been cited amongst the 40 creative moments that changed culture (Creative Review) and currently play across three continents: Sleep No More, New York has been running since 2011; Sleep No More, Shanghai (2016 - present) is the longest-running international show in China; and The Burnt City, London has welcomed over 200,000 audiences since it opened in March 2022. In March 2024, Punchdrunk announced their latest project, Viola's Room, opening in London in May 2024.

Alongside these landmark theatrical productions, Punchdrunk has taken its ground-breaking approach to live experiences and created cross-cultural collaborations in music, tech, fashion and TV - from projects with Rihanna to Jack White, Louis Vuitton to Alexander McQueen, and from Samsung to Brad Pitt's Plan B Studios. The company was listed amongst the 50 most influential artists of the last 50 years (Sky Arts, 2022) alongside David Bowie, Sir Steve McQueen and Vivienne Westwood.

Previous projects include: The Third Day (BAFTA-nominated TV series starring Jude Law

and Naomie Harris with HBO and Sky Studios), Believe Your Eyes (with Samsung, 58th Venice Biennale, 837, ArtBasel and Cannes 2016), ANTI diary (with Rihanna and Roc Nation), The Drowned Man: A Hollywood Fable (with the National Theatre), The Crash of the Elysium (Manchester International Festival), The Duchess of Malfi (with ENO), Sleep No More (with the American Repertory Theatre), It Felt Like A Kiss (with Adam Curtis and Damon Albarn, Manchester International Festival), Tunnel 228 (in collaboration with The Old Vic), The Masque of the Red Death (with Battersea Arts Centre), and Faust (in collaboration with the National Theatre).

THE ROLE

We are looking for a highly motivated and experienced Deputy Building Manager to join our team at Punchdrunk, located in our historic Grade 2 listed buildings in Woolwich. The successful candidate will assist the Building Manager in ensuring the efficient operation, maintenance, and preservation of this significant property. The role would be suitable for a versatile individual who would enjoy working in a changing environment - the buildings are used flexibly for an evolving programme of shows, project development, events and workshops, as well as an office base for permanent staff and project teams.

Working closely with the Building Manager, you'll be helping with the ongoing maintenance of a large and complex site, so a solid background in facilities and building management is essential. Much of your work will be based around an established schedule of building checks and tests, to be completed either by yourself or by our regular contractors. Applicants should possess a good working knowledge of most of the following areas: fire safety, alarm systems, electrical safety, COSHH, water safety management, plant room management, IT and general maintenance.

This role includes direct line management of stage door staff and cleaners, keyholder responsibilities, managing the opening and closing of the building, conducting pre-show and in-show safety checks when required, and addressing building-related issues as they arise. Some evening and weekend working would be required. This is an active and hands-on role, and would be suited to someone who would enjoy working flexibly in a busy environment.

You'll also contribute to the daily operational management of the site by acting as one of the building duty managers during the day. You'll have the confidence to deliver regular induction presentations for new staff or contractors working on site.

JOB DESCRIPTION | Key Responsibilities

Building & Facilities Management

- Complete a regular schedule of building checks and tests to a high standard
- Help to coordinate and supervise maintenance and repair work, ensuring that all work complies with heritage conservation guidelines and relevant regulations.
- Ensure compliance with health and safety regulations, building codes, and heritage conservation requirements.
- Maintain up-to-date knowledge of relevant legislation.
- Liaise with contractors, suppliers, and service providers.
- Maintain and reorder stock for welfare facilities and offices as required

- Assist in managing the building's maintenance budget, ensuring cost-effective solutions while maintaining high standards.
- Maintain accurate records of maintenance work, inspections, and compliance checks.
- Promote and implement environmentally sustainable practices in the building's maintenance and operations.
- Monitor and enforce compliance with all relevant health and safety regulations, including fire safety, building codes, and workplace safety standards, to maintain a secure environment.
- Conduct regular risk assessments and safety inspections of the building's facilities, identifying potential hazards, and implementing corrective actions to mitigate risks.
- Alongside the Building Manager develop, implement, and regularly update emergency response plans, ensuring that all staff are trained in evacuation procedures, fire drills, and other safety protocols.
- Oversee the accurate reporting and investigation of health and safety incidents, near misses, and accidents, ensuring that corrective measures are promptly taken and documented.
- Coordinate and deliver regular health and safety training sessions for staff, contractors, and occupants, ensuring that everyone is aware of safety protocols, emergency procedures, and their responsibilities in maintaining a safe environment.
- Oversee the proper storage, handling, and use of hazardous substances in accordance with Control of Substances Hazardous to Health (COSHH) regulations, ensuring that risk assessments are conducted and safety data sheets are maintained and accessible.
- Respond to any issues raised by local residents or other stakeholders as appropriate

Daily operations

- Direct line management of all casual stage door keepers and cleaning team
- To be responsible for the opening and closing of the buildings when required; powering equipment on and off, deactivating and setting alarms as appropriate
- To have a thorough understanding of the workings of the fire panel, safety systems and emergency response and evacuation procedures, and to be able to act in accordance with these procedures
- Act as a point of contact for other departments for any building-related issues or queries
- Assist in the induction of the building to new members of staff and contractors
- Act as traffic marshal, first aider and fire marshal when required
- Ensure that welfare facilities are kept clean and well stocked throughout the day
- Assist the Building Manager in managing the daily operations of the building, ensuring it remains safe, secure, and properly maintained.

- Provide cover for buildings teams in the event of sickness or absence
- To undertake any other reasonable duties as requested

PERSON SPECIFICATION

Essential

- Minimum of 3+ years of line management experience in a similar position, with a proven track record of leading and developing teams, mentoring and coaching staff
- In-depth knowledge of health and safety regulations, with a proven ability to implement and maintain robust health and safety policies and procedures in a workplace.
- Demonstrated experience in overseeing all facets of building management.
- Proactive in identifying and mitigating potential security risks, conducting regular security audits, and staying informed on the latest threats and best practices.
- Proven experience in managing site operations or large-scale facilities, including budget management and resource allocation, with the ability to identify issues and develop effective solutions promptly.
- Experience in managing relationships with external contractors and vendors, ensuring service levels and cost-effectiveness.
- Willingness to work outside regular hours when necessary and respond to emergencies including evenings and weekends as required
- Excellent customer service, interpersonal and communication skills
- Capable of multitasking, able to remain calm under pressure in a busy and high-pressure environment with a can-do, positive attitude.
- Capable of working alone as well as part of a team
- Willingness to assist with manual handling tasks as required

Desirable

- An interest in Punchdrunk's work
- Previous experience of working in an theatre or arts setting
- First Aid Training, Fire Marshal, Traffic Marshal training (must be willing to complete this training if offered the position)

EMPLOYMENT TERMS

- Fixed-term contract / Full time (1 year with the possibility of extension.)
- Pension contribution, following completion of probation period.
- 20 days holiday per annum (rising to 25 days after one year) + UK bank holidays
- 3 month probation.
- Place of Work: Punchdrunk offices in Woolwich
- £33,000 per annum
- Due to the nature of this role some evening or weekend work will be required. No overtime is paid but the Company operates a TOIL policy.

NOTES TO APPLICANTS

This is a guide to the nature of the work required. It is not wholly comprehensive and may be reviewed with the post holder and the line manager from time to time.

If you are called for an interview you will be required to sign Punchdrunk Non-Disclosure Agreement in advance of the meeting.

All applicants must be eligible to work within the UK.

HOW TO APPLY

To apply, please complete the application form [here](#), providing your CV and a brief statement (maximum 2 A4 sides) describing your suitability for the position and specifically how your experience matches the person specification.

If you have any questions or are experiencing any difficulties with the application process, please contact us at workwithus@punchdrunk.com

Applicants should provide contact details for two references and we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up one reference for candidates progressing past a first interview, prior to making an offer.

As an Equal Opportunities Employer, Punchdrunk welcomes applications from all sectors of the community, regardless of gender, age, race, sexuality or disability and makes appointments based solely on ability to fulfill the duties of the post. Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

RECRUITMENT TIMELINE

Applications will be reviewed and interviews will take place on a rolling basis.

We reserve the right to close this vacancy before the advertised closing date if we receive sufficient applications for the role. Therefore, if you are interested in this role, we encourage you to submit your application as early as possible.