



**Hoxton Hall Group August 2010**

## **Hoxton Hall – An Introduction**

### **Hoxton Hall: Inspiring self expression and lifelong creativity in young Londoners**

Hoxton Hall is an atmospheric 145 year old grade II\* listed Music Hall Theatre with adjoining music rooms and recording space, rehearsal rooms, dance studio, meeting rooms and art workshops, café and adjoining creative industry workspace (Hoxton Workspaces). Hoxton Hall is committed to: providing quality arts experiences that nurture talent and encourage young people to grow into responsible and positive members of the community; aiding community cohesion and contributing to the vibrant cultural life of residents in Shoreditch, Hackney and East London.

#### **Not Just a Venue**

Hoxton Hall is the only youth arts centre in Hackney and is based in the centre of the Hoxton / Shoreditch community. Hoxton Hall has several key projects:

**Get Creative programme** gives users age 7 – 25 access to arts and cultural activities, through weekly participation in drama, dance, music & singing, and visual arts, developing creative skills and self-expression. The programmes explore themes and topics that contribute, to young people's artistic and social education.

**Hipnotic and Urban Themed Holiday Projects**, since 1998 Hoxton Hall has been providing positive diversionary activities for young people. The recent projects have focused on an urban / street theme to engage 'hard to reach' and / or NEET (Not in Employment Education or Training) young people, as well as working as an outreach tool by successfully attracting new participants to Hoxton Hall. Hipnotic is the largest project on this theme and attracts over 65 young people aged 14-19.

#### **Young People focused**

**Youth Arts Think Tank:** young people sit on this subcommittee of the board of directors to make sure we consider, consult and empower young people to help us make decisions about the service we provide and ensures that our work is relevant to young people.

**Peer Educators:** work placements and volunteer opportunities for 14-19 year olds as art form teaching assistants, this project is stand alone but links to Immediate Theatre and Hackney Theatre Partnerships Pathways Programme.

**Street Team:** PR team with a difference, young people who support Hoxton Hall and promote our work to other young people.

**Arts Award and other Accreditations:** are offered alongside most of our projects.

**New projects – Hoxton Hall has recently secured funding for 3 new projects which expand and develop the work we do. These are:**

- **Youth led and managed performing arts agency**
- **It Happened Here – inspiring young people to explore Hackney's history using drama**
- **Hipnotic on Tour – taking our successful Hip Hop project on tour to other young people across the borough.**

In line with this new work and focus we have recently developed a new vision for the next 5 years, this is.....

#### **A New Vision,**

We are looking for a new team with new energy and inspiration to work together to deliver the following aims:



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- **Nurturing Talent and Creativity** - *To raise the aspirations of young people and increase their opportunities for success in life by nurturing their talent and developing their creativity*
- **Platform for Performance** - *Increase well being and enjoyment by understanding and appreciation of the performing arts in the local area*
- **An Anchor in the community**- *To improve local people's sense of place and community by engaging with Hoxton Hall and its history*
- **Beyond Caretaking**- *Improve and maintain Hoxton Hall's built environment*
- **Exploring the Entrepreneur**- *Increase enterprise in the local community and improve the economic environment of our local area*

**Job Title:** Facilities & Technical Co-ordinator

**Job Objective:** To carry out the efficient and cost effective management of the Hoxton Hall buildings, equipment, utilities and associated services. Including the maintenance and upkeep of all technical aspects of the grade II\* listed Theatre, such as light and sound.

Additional evening and weekend duty management shifts are available to oversee all aspects of hires/events from start to completion.

**Reporting to:** Programmes and Leases Manager / Group Director

**Terms:**

Pay: £10 per hour / equivalent salary £18,200 (based on 7 hour days)

Work hours: Part Time 21 hours per week / 3 days

8.30 – 4.30 Tuesday and Thursday (some flexibility)

3pm to 11am Floating / flexible evening shift (likely to be evenings and weekends)

Additional evening and weekend work as duty manager and or theatre technician on an ad –hoc basis.

Contract Type: Initially a 6 month freelance contract – possibly leading to PAYE long term contract.

**Key responsibilities:**

- ❖ **Creating and managing maintenance plan of the sites.** Completing general maintenance and commissioning across site repairs and maintenance works as required and agreed by group director and within a set budget. Ensuring that all spaces in the building are maintained and in a clean and fit state for use. Supporting large scale capital works where required.
- ❖ **Carrying out weekly site checks**, monitoring H&S, fire alarm checks, emergency equipment, procedures and licensing obligations insuring all spaces are clean and ready for use.
- ❖ **Setting up the building for hires, theatres productions, events, leases and youth arts events and workshops** taking responsibility for conservation and preservation of the site i.e. managing activities making sure they are not damaging to the historic and listed status of the site.
- ❖ **Theatre Technical Maintenance** - lights, sound, electrical supply, seating arrangements, health and safety compliance, production set up and get out, operating shows and training technical operators.



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- ❖ **Policy Compliance- Health & Safety and risk assessments-** update and communicate the H&S policy (in liaison with Programme and Leases Manager) building wide risk assessments, making sure all staff and users of both sites are informed about health and safety procedures at the centre, and that Health and Safety guidelines are operated in relation to public and audience safety.
- ❖ **Building Security** – Manage open up and lock up procedure and communicate and enforce with all staff. Out of hours work with the key holding company, lock smiths and other relevant contractors to ensure the security of the building. Including keeping relevant administration- authorised key distribution list, opening and lock up procedure.
- ❖ **Legal and Licensing Requirements-** Adhere to buildings-related legal and licensing requirements (including but not exclusive to theatre, public entertainment and alcohol licensing) and making sure both sites comply. Liaising with the licensing authority and contractors as required.
- ❖ **Responsibility for fire and all emergency procedures,** organising regular fire drills, liaising with contractors and ensuring that fire alarms, emergency equipment and instructions are maintained in a usable condition.
- ❖ **IT and telecoms** consultants to ensure full operation, system inductions and workstation set-up. Occasionally troubleshooting, fault reporting and physically remedying the problem (i.e. patching and physical trouble shooting), as and when needed.
- ❖ Undertake evening and weekend work as a duty manager (please see separate job description)

**Tasks:**

- Liaise with contractors to organize planning and completion of maintenance works to time and budget.
- Being a key holder to Hoxton Hall opening up and locking the building where required by manager or duty manager.
- Providing events support, duty management, front of house and box office on occasion and when required.
- Provide additional administration and other support where required.
- Be aware of Hoxton Hall code of conduct for young people and uphold rules when necessary
- Be aware of Hoxton Hall Health and Safety, equal opportunities and child protection policies
- Treat all Hoxton Hall internal information as confidential and make sure that all data is protected under the data protection act

**General Responsibilities:**

- ❖ Taking an active role in ensuring Hoxton Hall's equal opportunities policy is understood and observed by all users of the building.
- ❖ Taking an active role in ensuring Hoxton Hall's environmental policy is understood and observed by all users of the building.
- ❖ Carrying out own administration, including managing relevant aspects of budget, as agreed with the Group Director and Finance Manager.
- ❖ Attending regular meetings with other staff members.
- ❖ Liaising with the Director and other management staff about any initiatives or issues that affect other areas of the organisation.

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- ❖ Supporting the recruitment of new staff and overseeing staffing procedures.
- ❖ Duty management training and evening and weekend work offered alongside the work outlined above.
- ❖ Undertaking any additional activities as may be required from time to time to contribute to the work of the Hall.

**Person Specification**

<b>Attributes</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Identified</b>
<b>Personal Qualities</b>	Hands on approach to building / venue management – willing caretaker		<b>Application Interview</b>
	Shrewd and detailed approach to managing contractors and services with a firm hand		<b>Application Interview</b>
	A firm but flexible approach, able to understand and meet the client's wishes, while protecting the site (s)		<b>Application Interview</b>
	Sympathetic to charity situation i.e. lack of resources / money and need for best value at all times	Willingness to secure sponsorship and get work in kind	<b>Interview</b>
	Inquisitive & problem solving nature - willing to learn technical details		
<b>Qualifications</b>	A level or relevant professional experience	Professional trade or experience	
<b>Experience</b>	Set up of PA systems, multimedia presentations and general audio visual equipment	Large scale indoor and outdoor events with complex rigging	<b>Application Interview</b>
	Management of maintenance, services and utilities in performing arts building, open to the public	Ideally listed building, heritage venue or theatre	
	Experience of working at licensed premises / bar management	A personal licence holder	<b>Application</b>
	Experience of managing and delegating to casual personnel		<b>Application Interview</b>
	Experience of dealing with contractors to a budget and time frame	Dealing with IT and Telecoms contractors	<b>Application</b>
	Negotiation Skills and experience		<b>Application</b>
	Operations and maintenance of theatre lights and sound rigging	Design layout and teaching others technical operation	
<b>Skills, Knowledge and Ability</b>	Ability & Skills to plan methodically and with detail		<b>Application Interview</b>
	Knowledge of Theatre & Entertainment and Alcohol Licensing	Proven experience	<b>Application Interview</b>

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	Knowledge and understanding of legal and lease agreements		<b>Application</b>
	General understanding of PC's	Good working knowledge of IT and telecoms systems	<b>Application Interview</b>
	Financial management able to construct realistic events budgets and charge accordingly		<b>Application Interview</b>
	Effective time management		<b>Application Interview</b>
<b>Other Criteria</b>	Computer literacy, word processing, email, web research & online functions.		<b>Application Interview</b>
	A flexible approach to hours of work which will include evenings and weekends to enable the centre to operate effectively	Understanding of value of youth arts & community work	<b>Application Interview</b>

**Application process: Please use the application form provided. CV's will not be accepted.**

**Please email applications to [siva@hoxtonhall.co.uk](mailto:siva@hoxtonhall.co.uk) by the 23 September 2010. Interviews will be held 29 / 30 September. Start date min October 2010.**