



London Symphony Orchestra
LSO St Luke's Facilities Coordinator
Recruitment Information - September 2019

Reporting to: Facilities Manager

This role is based at LSO St Luke's, 161 Old Street, London.

The LSO welcomes applicants from all backgrounds, in accordance with our Equal Opportunities Policy.

The London Symphony Orchestra

The London Symphony Orchestra performs over 120 concerts a year and was named by Gramophone magazine as one of the top five orchestras in the world. The Orchestra is self-governing and made up of nearly a hundred talented players. As well as performing as resident orchestra of the Barbican Centre, it tours internationally, with regular visits to the US, Japan, China and Europe.

LSO St Luke's is the Orchestra's venue on Old Street. It is the home of LSO Discovery - the Orchestra's music education programme - and hosts rehearsals and public concerts, some of which are broadcast by the BBC. A beautiful and flexible space with excellent technical facilities, the venue generates income by attracting a range of artistic, corporate and private hires which contributes to the cost of running and maintaining the Grade 1 Listed building to a high standard.

Role Overview

We're looking for a Facilities Coordinator to join us at LSO St Luke's. A self-motivated problem-solver, you'll play a vital role in our small and dedicated team.

As well as having a variety of skills in a range of trades, you'll be able to work on your own initiative, keeping on top of maintenance and housekeeping at our flourishing music education centre, performance space and events venue.

KEY DUTIES

Venue Maintenance

- Working with the Facilities Manager, to assist when required with managing the fabric of the Grade 1 Listed building, To assist in the maintenance and upkeep of fixtures, fittings and equipment ensuring LSO St Luke's is presented to the highest standard.
- Document dilapidations. Assist in the creation and upkeep of a register of renewals.
- Be aware of Health and Safety procedure, including the LSO St Luke's evacuation plan.
- Submit maintenance information for the weekly staff rota a fortnight in advance of publication.
- Act as a contact for Islington Council in various capacities.
- To carry out general housekeeping duties, including waste disposal, laundry, and ad-hoc cleaning.

- To relamp as necessary, and carry out monthly emergency lighting tests
- To be a key-holder for the building, and to assist with managing the security of the premises and to act as an out-of-hours key-holder for call-out in emergencies.
- To liaise with the Gardening contractors and Cleaning contractors
- To carry out occasional general housekeeping duties (including waste disposal, client refreshments and cleaning tasks), and ensuring that all equipment, furniture and instruments are stored in a safe and easily accessible manner.

Health and Safety

- To Act as Duty Fire Officer or Duty Manager when required as part of the Centre's emergency procedures and assist with the day-to-day operational staffing of the Centre.
- To be responsible for your personal health and safety, and for that of other persons that may be affected within your working environment, in accordance with LSO St Luke's health and safety procedures and other operational codes of practice.
- To act as a qualified first-aider for the venue.

Other

- Work flexibly as part of a small team and undertake other tasks pertinent to the post as may be reasonably requested by the Centre management.
- To undertake relevant administrative duties as required including manning Artist Entrance and Main Entrance and SW Entrance from time to time as requested.

EXPERIENCE AND SKILLS REQUIRED

Essential

- General maintenance experience and general electrical, mechanical and plumbing skills.
- Well-presented with good interpersonal and communication skills, able to communicate effectively with external organisations and visitors as well as suppliers and contractors.
- Excellent organisational and time-management skills with meticulous attention to detail and consistent high standards.
- A composed, positive personality, able to work well with colleagues and handle working in a busy, demanding environment.
- A good problem solver with desire to acquire new skills.
- Willingness to undertake routine tasks along with the engaging ones.
- Computer literate and have experience of Microsoft Outlook and Word.

Desirable

- Experience of supervising others.
 - Experience of working with an electronic diary and booking system.
 - Safeguarding training or experience working in an environment with young people and vulnerable adults.
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TERMS AND CONDITIONS

- One year fixed term contract.
- Salary: £22,545 per annum depending on experience.
- Hours of work will be 37.5 hours per week determined by the schedule of activity for LSO St Luke's and this will include evening and weekend work. General hours are based on a 37.5 hour week (excluding meal breaks) spread over five out of seven days or ten out of fourteen days. There will be occasions when additional reasonable hours are expected as dictated by workload or in order to maintain operations for which overtime will not be paid. Where possible, staff rotas will be agreed 2 weeks in advance in order to give enough notice of any evening and weekend requirements.
- Notice Period: 6 weeks.
- 25 days annual leave plus bank holidays.
- Interest-free loan for a season travel ticket.
- Subsidised catering facilities provided by the Barbican Centre.
- Membership of company pension scheme in line with auto-enrolment regulations.
- Cycle to work scheme.

A Disclosure will be requested from the Disclosure and Barring Service for all persons offered posts. The LSO policy covering this process, and the handling and storage of Disclosure information is available on request.

This role is based at LSO St Luke's, 161 Old Street, London.

The LSO is an Equal Opportunities employer.

HOW TO APPLY

If you would like to apply for this role, please complete the application form and equal opportunities form online by following the link provided at www.iso.co.uk/jobs.

If you have any questions about this role, please contact Kathy Rose, Head of LSO St Luke's at Kathy.Rose@iso.co.uk.

The closing date for applications is 7th October 2019.

Interviews will be held the week of 14th October 2019.

If you do not live or work in Greater London, the LSO will reimburse reasonable travel expenses incurred in attending interviews, only if agreed in advance. In exceptional circumstances, initial interviews may be conducted by telephone or Skype. If you are invited for an interview and expect to claim travel expenses, please mention this when your interview is being arranged. Please note that a request to claim travel expenses will not affect decisions about whether or not to invite you to an interview.