

Job Description: Site Manager

We are looking for a skilled Site manager to ensure the safe and effective running of The Watermill Theatre. Taking a proactive and hands on approach to the role, you will be experienced in ensuring that site maintenance is both responsive and regular and that all areas and teams are operating to required compliance standards.

Located on the banks of the River Lambourn in the village of Bagnor, The Watermill's unique site and facilities are home to a thriving theatre, restaurant and bar as well as offices and living accommodation. The site is centred around a 19th-century Grade II-listed mill building and converted 18th-century tithe barn which house the theatre and our restaurant respectively. There are a number of other buildings on or near the main site, including rehearsal studios and office/admin areas as well as 5 properties used to accommodate visiting casts and creatives teams.

The Site Manager will be responsible for the overall facilities management, including health and safety, site and building maintenance and development as well as security. They will also lead on The Watermill's Environmental Strategy and the delivery of the plan. Combining strategic management with practical, hands-on skills, this is an exciting opportunity to play a key role in managing and developing an historic site to ensure that the facilities and operations support the needs of a thriving producing theatre and its communities.

Key Information

Responsible to	Executive Director
Manages	Buildings & Maintenance Manager
Key relationships	Operations Manager, Technical & Production Manager, Finance Director, Catering Manager
Contract	Permanent
Hours	Part time, 24 hours per week
Location	The Watermill Theatre, Bagnor, Newbury, RG20 8AE
Salary	£36,750k per annum (pro rata)
Benefits	Free onsite parking, discount in restaurant and bar, two complimentary tickets per production
Pension	Contributions to Employer's Workplace Pension Scheme (5%)

Annual leave 5.6 weeks including public holidays

Working at the Watermill

The Watermill Theatre is a critically acclaimed producing house (*The Stage* Theatre of the Year 2024) located on the outskirts on Newbury in West Berkshire. We are well known for our bold, imaginative productions and commitment to artistic excellence, often transferring productions to the West End and beyond.

In addition to our ambitious main stage productions, we are committed to delivering an exciting and comprehensive outreach programme, reaching thousands of individuals every year. As pioneers of theatre accessibility, we pride ourselves on creating an inclusive space for all artists from our work in the local community through to collaborating with emerging artists.

For further information about the organisation, please take a look at our [Working at The Watermill](#) guide.

Duties and Responsibilities

Buildings & Site

- Be responsible for all aspects of the management, development and maintenance of the theatre buildings, site and all external premises.
- Ensure statutory inspections and routine checks on health and safety and security are scheduled, undertaken, accurately recorded and, where appropriate, reported in a timely fashion. This includes fire and security alarm systems, fire-fighting systems, building management systems and gas appliances.
- Compile an annual preventative maintenance plan which takes into account all periodic inspections, routine maintenance tasks and minor works required.
- Oversee appropriate security systems for the site.
- Plan and manage the delivery of all capital works to the buildings.
- To monitor and address faults with the mechanical and electrical plant and to ensure its safe, efficient and cost-effective operation.
- Liaise with the theatre's catering department to ensure maintenance and development of catering facilities.
- Liaise with relevant authorities in the management of the site and buildings eg the Environment Agency, West Berkshire Council.
- Oversee the company's compliance with all legislative and contractual requirements.
- Commission and manage relationships with all contractors working within the theatre buildings and grounds and external premises, including maintenance contracts and annual renewals.
- Act as a keyholder and be on call should issues occur out of hours.

- Responsible for contracting and, where appropriate, undertaking day-to-day maintenance, repair and decoration of the Company's properties and grounds, and its furniture, fixtures and fittings.
- Support the production process as required.

Management & Operations

- Manage and administer all building- and site-related budgets.
- Management of all Watermill vehicles, including maintenance, booking and driving inductions.
- Prepare required reports and recommendations for submission to the Executive Team, Board and subcommittees, and funders as required.
- Ensure that competitive quotes, best practice and best value for money are achieved for all areas under the post holder's control.
- Determine and manage long-term maintenance and refurbishment schedules and ensure an up-to-date asset register.

Health & Safety

- Lead on the organisation's Health and Safety Strategy.
- Work with the Executive and Heads of Departments to coordinate and deliver the H&S Strategy, including provision of adequate first aid and fire safety.
- Oversee and ensure implementation and communication of site and operational risk assessments.
- Ensure compliance with all legal obligations and licensing requirements including: Public Entertainment, Health and Safety, Hygiene and Disability Discrimination Act.
- Ensure the maintenance and safety of all the machinery, vehicles and equipment.
- Oversee Health and Safety training and related record keeping for all employees in conjunction with line managers.
- Undertake due diligence to ensure that all contractors and suppliers fulfil statutory obligations.

Environmental

- Take a lead on ensuring the theatre consistently seeks to reduce its carbon footprint including ensuring the theatre building and external premises operate as efficiently as possible, actively seeking to lessen The Watermill's environmental impact and carbon footprint.
- Support the Executive and other operational leads in the development of an environmental plan to support our ambition of being carbon neutral by 2034.
- Collate and prepare required information for reporting to the Executive, Trustees and Arts Council (and others as appropriate) in a timely and accurate way.

Organisational Commitments:

- Carrying out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.

- Undertaking relevant training and development as required.
- Driving change through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity.
- Being accountable for the safety of yourself and others, in line with our Health & Safety Policy.
- Creating a positive working environment, underpinned by the organisation's values.
- Ensuring we are collecting and using data to inform decisions, demonstrate our impact and fulfil our funding conditions.
- Complying with all legal requirements relating to the General Data Protection Regulation (GDPR).
- Contributing to our environmental sustainability goals.

Person Specification

Essential Criteria:

- Experience of managing the maintenance and operation of buildings.
- Excellent knowledge of safety and workplace legislation and experience of managing and delivering a policy and activity eg risk assessment writing and review.
- Experience of setting and managing budgets and financial projections to ensure best use of resources through prioritisation and planning.
- Strong organisational skills, with the ability to prioritise workload.
- Collaborative, with the proven ability to lead, manage and motivate people to achieve the goals of the organisation.
- Self-motivated, practical and flexible with a positive outlook and can-do attitude.
- IT literate, with experience in using Microsoft Excel, Word and Outlook.
- Full, clean UK driving licence.
- Willing to be on-call in emergencies and to work flexible hours

Desirable Criteria:

- Previous experience of managing building management systems.
- Experience of managing small scale capital projects including financial, operational and health and safety requirements.
- An understanding of fire safety including previous experience of the operation and maintenance of fire alarm panels.
- Overview of operational security systems and an understanding of security requirements in a theatre environment.
- An understanding of accident and incident management reporting.
- Health and Safety qualification (IOSH / NCRQ / NEBOSH).

Submitting Your Application

How To Apply

Your application should include:

Your CV

Your cover letter (no longer than 3 sides), explaining why you want to work for The Watermill, how you meet the person specification and whether you are seeking to apply for this role as a permanent, full-time or freelance position.

A completed Equal Opportunities monitoring form (details below)

Please send your application to Jess Martin (Theatre Administrator) via admin@watermill.org.uk or via the address below:

Theatre Administrator
Watermill Theatre and Restaurant
Bagnor
Newbury
RG20 8AE

When forming our shortlist for interview, all applications will be considered anonymously, and your name and any names of employers will be redacted from your supporting statement and CV. Our selection panel will only have access to these details once you have been invited to interview.

Closing date for applications	Wednesday 26 February, 12pm noon
Interview date	Tuesday 4 March

Equal Opportunities

The Watermill Theatre is committed to equal opportunities for all. We believe that a diversity of perspectives enriches our work and we have an equality of opportunity approach that aspires to give everyone the chance to achieve their potential.

[Please find our Equal Opportunities monitoring form here.](#) This information will be used to enable us to continue to develop policies and procedures regarding diversity and to submit required data to our funders. The information you supply will not be made available to anyone, including recruiting managers, in any form other than anonymous data.

We are a Disability Confident Committed employer and will guarantee an interview to any applicant who self-identifies as deaf or disabled, or from a Global Majority background, and meets the Essential Criteria. If you regard yourself as having these characteristics, please state so clearly on your cover letter.

If we can support your application by offering the pack in an alternative format, please do let us know by contacting admin@watermill.org.uk. Likewise, we are open to receiving applications in an alternative format eg video. We want to ensure interviews are as accessible as possible, so please do let us know in your application if there is anything we can do to support this.