

# Job Description: Maintenance Assistant

## Key Information

Responsible to	Operations Manager
Key relationships	Maintenance Manager, Facilities Manager
Contract	Casual
Hours	Variable
Location	The Watermill Theatre, Bagnor, Newbury, RG20 8AE
Salary	£12.50 per hour (plus 12.07% holiday pay)
Benefits	Free onsite parking, discount in restaurant and bar, two complimentary tickets per production (subject to availability)
Pension	Contributions to Employer's Workplace Pension Scheme (5%)

## Overview

Working alongside the Maintenance Manager, Operations Manager and Facilities Manager, this role will manage the day-to-day maintenance requirements of the Watermill. Responsible for repairs, installations and routine inspections to ensure the Watermill's day-to-day operations run smoothly.

## Duties and Responsibilities

### Main Duties and Responsibilities

- Perform general repairs, PPM maintenance, and installations across the theatre, including electrical, plumbing, carpentry, and painting tasks.
- Carry out scheduled inspections of the theatre's interior and exterior, identifying areas that require maintenance.
- Assist with set construction and theatre rigging when required for productions.
- Troubleshoot and fix minor electrical or plumbing issues, such as lighting, heating systems, and drainage.
- Ensure the safety and functionality of seating, stage areas, and backstage facilities.
- Conduct emergency repairs promptly and efficiently.

- Work with external contractors when necessary for large-scale repairs or specialised tasks.
- Assist with landscaping and upkeep of the outdoor areas surrounding the theatre.
- Maintain tools and equipment, ensuring they are safe, in working order, and organised.
- Coordinate with staff to prioritise repairs and respond to maintenance requests in a timely manner.
- Ensure compliance with safety standards and theatre regulations during maintenance work.
- Provide support during theatre events and productions, which may involve moving sets, setting up equipment, or other related tasks.

## **General**

- 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.
- 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.
- Complying with all legal requirements relating to the General Data Protection Regulation (GDPR).
- Contributing our aims to become environmentally sustainable.

## **Person Specification**

### **Essential Criteria:**

- Proven experience as a handyman, maintenance worker, or in a similar role.
- Skilled in various trades such as carpentry, electrical, plumbing and general repairs.
- Ability to work independently and manage time efficiently.
- Basic understanding of health and safety regulations.
- Strong problem-solving skills and attention to detail.
- Ability to use a variety of hand and power tools.
- Able to lift heavy objects and work in confined spaces.
- Effective communication and interpersonal skills, comfortable interacting with theatre staff and Patrons.

## **Submitting Your Application**

### **How To Apply**

Please send your CV, cover letter explaining why you want to work for The Watermill and how you meet the person specification, and completed Equal Opportunities monitoring form (details below) to Emma Barclay (Theatre Administrator) via [admin@watermill.org.uk](mailto: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      Monday 18 November at 12pm midday

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

### **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 an alternative format, please do let us know by contacting [admin@watermill.org.uk](mailto:admin@watermill.org.uk). Likewise, 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.