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**Job Description**

**Role:** **Maintenance Officer**

**About Barnsley Civic**

We are a contemporary arts centre positioned in the centre of Barnsley. Our facilities include a 334-seat theatre and event space, a contemporary art gallery, a studio theatre, and offices for artists, with more exciting additions on the horizon as part of our recent £4 million redevelopment.

We offer a vibrant mix of theatre, art, music, community events and more.We are dedicated to enriching the cultural landscape of the region, bringing joy to the people of our borough and providing high-quality experiences for all our visitors.

As we continue to grow and enhance our offerings, we are seeking a skilled Maintenance Officer to join our dedicated team. This role is crucial in ensuring our historic venue remains a safe, welcoming, and well-maintained space for the community, audiences and visitors alike.

This is a fantastic opportunity to be part of a passionate team, contributing to the cultural vibrancy of Barnsley.

**Role Overview**

The Maintenance Officer will be responsible for the upkeep and maintenance of all areas of Barnsley Civic, ensuring that our facilities are operational, safe, and presentable at all times. This position demands a hands-on approach and a broad skill set, covering everything from routine maintenance tasks to more complex repairs and project work. The ideal candidate will have a keen eye for detail, a proactive attitude, and a commitment to preserving the heritage and functionality of our beloved venue.

**Key Responsibilities:**

* Conduct regular inspections of the building and grounds to identify maintenance needs and safety hazards.
* Perform routine maintenance tasks including, but not limited to, plumbing, carpentry, painting, and electrical repairs.
* Coordinate with external contractors for specialised maintenance or repair work, ensuring all work meets our standards and complies with safety regulations.
* Manage inventory of maintenance supplies and tools, placing orders as needed to ensure all necessary materials are on hand.
* Respond promptly to emergency situations, applying quick and effective problem-solving to mitigate risks and prevent disruption to operations.
* Keep detailed records of maintenance activities, including repairs made, costs incurred, and any warranties or service agreements.
* Contribute to the ongoing improvement of maintenance protocols and practices, aiming for efficiency, sustainability, and cost-effectiveness.
* Work closely with the Barnsley Civic team to plan and implement larger-scale maintenance projects and renovations as and when required.
* Provide support with installation of exhibitions in the Gallery and in other areas of the building. This could include repainting, display builds, the install of art works and other related tasks.

**Skills and Qualifications**

* Proven experience in building maintenance or a related field, with a broad range of repair and troubleshooting skills.
* Familiarity with building codes and safety regulations.
* Strong organisational and problem-solving skills, with the ability to manage multiple tasks simultaneously and adapt to changing priorities.
* Excellent communication and interpersonal skills, capable of working effectively with both team members and external partners.
* A commitment to high standards of cleanliness and presentation.
* The ability to work flexible hours, including evenings and weekends, to support the operational needs of the venue.
* A relevant trade qualification (e.g., electrician, plumber, carpenter) is highly desirable but not essential.

**Important Information**

**Location:**

Barnsley Civic

Hanson Street

Barnsley

South Yorkshire

S70 1QA

**Salary:** £14,000 per year, 20 hours per week.

**Working pattern:** as required/ to be negotiated.

**Annual leave:** 104 hours.

**EQUALITY**

Barnsley Civic passionately believes in equality of opportunity and is firmly committed to encouraging equality, diversity, and inclusion throughout the cultural sector. We encourage applications from every part of society and will strive to make any necessary adjustments for the successful candidate and interviewees.

**How to Apply:**

If you are passionate about maintaining spaces that bring people and communities together and have the skills and experience, we are looking for, we’d love to hear from you. Please submit your CV and a cover letter explaining why you would be a perfect fit for this role at Barnsley Civic. We look forward to hearing from you.

Please send your application to enquiries@barnsleycivic.co.uk.

**Closing date: Friday 10 May.**

**Interview dates: We will contact to let you know once we have shortlisted.**