



RECRUITMENT PACK

FACILITIES ASSISTANT

FEBRUARY 2025



WHO ARE WE?

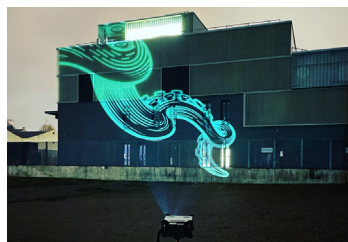
beacon
arts centre

We are the Beacon, a contemporary theatre and arts venue in the heart of Inverclyde... and a whole lot more besides.

We offer a safe and inspiring place to escape into a different world for a while; a place to connect and share new experiences through shows and activities that inspire and delight, sometimes challenge, and always entertain. From staging national productions to showcasing local talent, and from hosting theatre-based workshops to dance classes and a whole host of creative activities and events, we aim to offer something for everyone.

Our **vision** is to be Scotland's most influential, accessible and entertaining arts venue.

We passionately believe that cultural experiences are crucial to the wellbeing of individuals and communities. That's why our **mission** is to make a lasting impact through our work and to 'light up lives' by ensuring that as many people as possible have opportunities to engage with the arts in ways that are enjoyable and meaningful to them. We achieve this through our fantastically diverse programme and innovative outreach work, delivered in the local community and further afield, as well as within our inspiring building.



Beacon Arts Centre
Custom House Quay, Greenock PA15 1HJ
T. 01475723723 E. info@beaconartscentre.co.uk
www.beaconartscentre.co.uk



WE ARE THE BEACON ARTS CENTRE... AND A WHOLE LOT MORE



OUR PROGRAMME

We have an exciting year-long programme of theatre, comedy, music and new work throughout 2025. Captivating creative activity doesn't stop there, we also have intimate performances for younger children and their families, and a range of festivals, exhibitions, classes, workshops and events.

OUR PRESENCE

Beacon Arts Centre is managed by the charity, Greenock Arts Guild Limited, and our diverse funding base is underpinned by core grants from Inverclyde Council and Creative Scotland. We firmly believe that Inverclyde is one of Scotland's most attractive places to live and work and it also has the benefit of well-developed transport links to Glasgow and the rest of Scotland. We are proud to be part of this vibrant community and to make a key contribution to the local economy as an employer. With a 4-star rating from VisitScotland, we play a vital role in supporting local tourism too.

OUR VENUE

From our stunning location on the banks of the River Clyde, at the heart of Greenock's waterfront regeneration, our modern, purpose-built venue offers a 500-seat theatre and a 128-seat studio as well as a variety of spaces for exhibitions, meetings, rehearsals and development work. We also have superb facilities for eating, drinking and events.

Beacon Arts Centre

Custom House Quay, Greenock PA15 1HJ
T. 01475723723 E. info@beaconartscentre.co.uk
www.beaconartscentre.co.uk



@thebeaconartsc



@thebeaconarts



@thebeaconarts



Beacon Arts Centre

FACILITIES ASSISTANT

ABOUT THE ROLE

JOB PROFILE

To work closely with the General Manager and Facilities Supervisor to support the busy day-to-day operation of the arts and events programme at the Beacon

RESPONSIBILITIES

Facilities Duties

- To set up, service and clear rooms for a variety of events from meetings, social events and dance classes to concerts, exhibitions and theatre/dance shows
- To ensure the venue is presented to the highest standard through daily inspections, routine maintenance and cleaning
- To provide caretaking duties in regard of building security including opening and closing the venue
- To ensure the maintenance of the Building Management System to meet statutory obligations

PERSON SPECIFICATION

ESSENTIAL KNOWLEDGE, SKILLS & EXPERIENCE

- Experience of manual work including setting up rooms for different functions with various layouts
- Working knowledge of Health and Safety
- Excellent customer service standards
- Ability to problem solve
- Ability to work under pressure
- Experience of general maintenance

- To ensure the Beacon is delivering on its sustainability targets as part of the company's Green initiatives
- To be an enthusiastic member of the team providing a first-class level of customer service to audiences and visitors
- Organise and manage on a day-to-day basis their workload and priorities
- Carry out basic general maintenance tasks including basic plumbing, painting and minor electrical

OTHER DUTIES

- Engage in all aspects of safe and efficient working practices in line with Health and Safety at Work legislation and the company's health and safety policy
- Carry out any other duties that may be requested by the management team

SKILLS & VALUES

- A team player who works with colleagues to secure stronger outcomes
- A positive, proactive, and flexible approach to your work with a high degree of personal accountability

REQUIREMENTS FOR THE JOB

- Ability to work with relevant IT packages particularly Office 365
- Must be able to follow instructions and work on your own without supervision
- The post holder will be expected to support our Vision and Mission and live our Values
- To work in accordance with the EDI policy of The Beacon

SUMMARY

JOB TITLE

Facilities Assistant

REPORTS TO

Building Manager

CONTRACT

Permanent

HOURS

12 hours per week

SALARY

Scottish Living Wage

HOW TO APPLY

APPLY TO

Tessa Calder,
Finance & HR Manager
recruitment@beaconartscentre.co.uk

ATTACHMENTS REQUIRED

1. A letter of application (1 side A4 max)
2. CV (two sides A4 max)
3. Name and contact details of two referees (referees will not be contacted prior to interview)
4. Equal Opportunities Monitoring Form (available at beaconartscentre.co.uk/work-with-us)

EMAIL SUBJECT HEADING

Facilities Assistant

APPLICATION DEADLINE

Monday 3 February 2025, 5pm

INTERVIEWS

As applications are received

START DATE

As soon as possible

If you would like to have an informal confidential chat about the role in advance of submitting an application, please email Tessa Calder, Finance & HR Manager, at recruitment@beaconartscentre.co.uk

Should you have any access requirements or need any reasonable adjustments to be made in order to apply for this role, please contact recruitment@beaconartscentre.co.uk

The Beacon is committed to access, diversity and representation, and we actively encourage applicants from different backgrounds and with different experiences in order to develop and strengthen the organisation, evolve our programmes, and better reflect the communities we serve.

Beacon Arts Centre

Custom House Quay, Greenock PA15 1HJ
T. 01475723723 E. info@beaconartscentre.co.uk
www.beaconartscentre.co.uk

