

## North East Theatre Trust Ltd (Live Theatre)

### House and Estates Manager

#### Person Specification



#### Essential

#### Desirable

#### Experience

- At least three years' experience of staff management
  - At least two years' experience of bar and/or event management
  - At least two years' experience of managing or assisting to manage buildings or venues, or other relevant experience
  - Experience of working with contractors
  - Up to date knowledge of health and safety regulations and practices
  - Experience of budget management
  - Experience of maintaining files and records and applying procedures and systems
- Preferably in an arts environment
  - Personal licence holder
  - First aid qualified
  - Fire safety training

#### Skills

- Able to communicate clearly, effectively and appropriately with a wide range of people
- Able to multitask, prioritise workloads and deal with conflicting deadlines
- Confident and professional written and verbal communication skills
- Able to think creatively and problem solve
- Good administrative, organisational and time management skills
- Receptive to change and be able to think on your feet
- Commitment to the artistic aims and social policies of Live Theatre
- Willingness to work flexible and sometimes unsocial hours
- Drive and self motivation
- Ability to work on own initiative
- Commitment to team working