

JOB DESCRIPTION – Handy person

Job title	Handyperson
Rate of pay	£13.15 per hour
Location	Rich Mix, 35-47 Bethnal Green Road, London E1 6LA
Line managed by	Head of Cinema and Operations – working under the daily supervision of the Building and Facilities Officer
Contract type	Permanent hourly contract, with a minimum of 16 hours per week, plus any additional hours to be mutually agreed upon and paid at the same rate
Hours	Tuesdays and Thursdays 8am – 4pm with additional hours by mutual agreement, within our operating hours (08:00-00:00)
Annual leave	Your annual leave entitlement will be 12.07% of all hours worked and this will be expressed in hours
Start date	May/June 2022
Probation period	Three months
Notice period	One month's notice in writing on either side on successful completion of probation
Deadline for applications	Monday 9 May 2022 at 12pm midday
Interview period	Week commencing 16 May 2022

ABOUT RICH MIX

Rich Mix is a dynamic arts centre and creative hub in the heart of Shoreditch in east London. Launched in 2006, we connect some of the city's most adventurous and diverse audiences to a vital, exciting and ambitious programme of contemporary culture.

Our wide-ranging programme consists of around 400 events every year and includes live music, performance, dance, spoken word, theatre, and exhibitions as well as new release studio and independent cinema across our three screens. Through our Creative Engagement programmes, we develop and facilitate the creative potential of young people and wide-ranging communities from across east London.

Our diversity extends beyond our daily programme of events. A Shoreditch landmark, our building provides a home for some of the city's most socially progressive and innovative creative businesses with more than 20 resident organisations employing more than 200 people.

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We are a National Portfolio Organisation of Arts Council England, and its investment allows us to broaden the scope, scale, and ambition as well as the diversity of our programme.

Prior to the COVID-19 pandemic we generated around 80% of our annual turnover through cinema ticket sales, space hire, tenancies, and bar revenue. Rich Mix was successful in securing funding from Arts Council England's Emergency Fund and DCMS Cultural Recovery Funds to support its activities through the pandemic.

With the ending of restrictions on indoor activity, Rich Mix re-opened fully in January 2022 with the launch of our Live programme, Re-Rooted, a programme of music, spoken word, talks, visual art and more, running through April 2022. New season planning is currently underway. A full Cinema programme of blockbusters, independent films and film festivals is running alongside a wide-ranging Creative Engagement programme.

We also completed the first phase of our capital project plans funded by the Mayor of London's Good Growth Fund. Our revitalised first floor includes a Cinema Bar, artist green room, exhibition space and Creative Engagement space which opened in February 2022.

Rich Mix currently operates a hybrid working policy with office-based staff required to work 50% of their time in the building.

richmix.org.uk / [@RichMixLondon](https://twitter.com/RichMixLondon)

PURPOSE OF THE ROLE

The **Handyperson** will support the Building and Facilities Officer in overseeing the day-to-day upkeep of the building by completing general repairs and maintenance and supporting with external contractors. They will be expected to maintain and monitor general Health & Safety standards during their shift for building resident organisations, visitors, customers, and staff.

KEY RELATIONSHIPS

The Handyperson will work as part of a team of two part-time handypersons covering day-time hours weekly, alongside the wider team at Rich Mix to maintain and upkeep the building maintenance, particularly:

- Head of Visitor Experience/ Deputy Head of Operations
- Head of Cinema and Operations
- Duty Managers
- Building and Facilities Officer
- Handyperson

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- Executive Coordinator, Workspace Assistant
- Resident organisations
- External contractors

KEY RESPONSIBILITIES

Daily duties

- Check maintenance log and complete general repairs and maintenance in order of priority. Update maintenance log with notes and completion date.
- Report any maintenance issues that cannot be resolved in house via the maintenance log.
- Carry out routine toilet checks, bleeding of radiators and unblocking drains.
- Assemble flat pack furniture and equipment as required.
- Carry out painting and decorating as required.
- Move furniture around the building as required.
- Liaise with building contractors as required.
- Complete routine health and safety checklist to ensure Rich Mix is fully compliant with the relevant laws, licensing and legislation.
- Complete routine fire equipment checklists.
- Test the fire alarm and emergency lighting as required.
- Make small purchases from local DIY/maintenance stores using petty cash.

Health and Safety

- Maintain a tidy and safe working environment.
- Be continually vigilant and uphold Rich Mix's Health and Safety and Security policy and procedures to ensure the safety of cash, stock, assets, visitors and staff at all times.
- Take action to rectify or mitigate any health and safety concerns.
- Ensure consistent and accurate reporting of incidents, accidents and maintenance issues in compliance with data protection legislation and Rich Mix's Health and Safety and Security Policy.

General

- Ensure Rich Mix's policies as outlined in the Staff Handbook, including Equality, Diversity and Inclusion and Environmental Policies, are implemented and reflected in all aspects of your work.
- Undertake any other duties commensurate with the status of the role and in keeping with its overall purpose.



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PERSON SPECIFICATION

Essential skills, knowledge, and experience

- Experience with hardware tools
- Broad range of craftsmanship and practical skills
- Ability to resolve problems and adhere to health and safety guidelines, policy and procedures
- Being resourceful and self-motivated
- A positive and flexible approach to work
- Ability to solve problems quickly and efficiently
- Ability to work as part of a team
- Genuine passion for the arts and a keen interest in the work, mission, vision, and values of Rich Mix
- Understanding of the importance of inclusion and diversity in the workplace
- Understanding of the importance of working in an environmentally sustainable manner

Desirable skills, knowledge, and experience

- Holds a valid First Aid certificate
- Basic understanding of electrical, plumbing, HVAC systems
- Experience with electrical equipment
- Experience working in a venue

PLEASE NOTE

This job description reflects the requirements of Rich Mix in April 2022. The role and duties of the post are subject to change in line with the future development of the organisation. Rich Mix reserves the right to make such changes as are necessary after any changes required have been discussed with the post-holder.

HOW TO APPLY

Please send a CV and an Equal Opportunities Monitoring form to Joanne Williams, Executive Coordinator, at recruitment@richmix.org.uk by Monday 9 May 2022 at 12pm midday.

Please ensure you include **‘[Your full name] Application: Handyperson** in the subject line of your email. Please include your name in the file name of your application attachment and ensure that your attached file is in a PDF or Word format.

There is no need to send a cover letter or other supporting documents.

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Please note that your Equal Opportunities Monitoring form is not shared with the hiring panel.

We actively encourage people from a variety of backgrounds with different experiences, skills and perspectives to join us and influence and develop our working culture. We are particularly keen to hear from people of colour and candidates who self-identify as disabled.

If you would like this in a different format, please contact recruitment@richmix.org.uk.

-END-

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