

Director of Facilities & Operations Candidate Pack



A theatre for everyone
birmingham-rep.co.uk

the
Rep



Welcome

Established in 1913, The Rep has an unparalleled history as a pioneering repertory theatre and the launch-pad for some of the most exciting talent in UK theatre both past and present. Today it is a producing powerhouse with three auditoria - The House, 816 seats; The Studio, 292 seats; The Door, 133 seats - as well as extensive on-site production facilities: set building, scenic art, wardrobe, props workshop, lighting, sound/AV, stage and stage management.

Producing theatre is the core of The Rep's mission and it creates up to ten productions a year of varying sizes across its stages. Many are made in co-production with other theatres and commercial producers and all Rep-led productions are built in house. Alongside in house productions, the theatre presents a programme of visiting productions. The theatre also has an impressive creative learning and talent development programme delivering opportunities for thousands of young people every year.

This is an exciting time for The Rep: new Artistic Director Joe Murphy recently joined us to lead the theatre artistically, with Madeleine Kludje as Deputy Artistic Director and Iqbal Khan as Associate Director. The artistic programme will comprise new plays, revivals, adaptations, family work and musicals, making full use of the theatre's producing resource.

Being Our Director of Facilities & Operations

Provide strategic leadership for The Rep's buildings and operational teams (Facilities, Housekeeping, Front of House (FoH), Stage Door and Café/Bar) to deliver safe, compliant, sustainable and high-quality services that support The Rep's vision to be a world class theatre at the heart of a global city.

As a member of The Rep's Senior Leadership Team, this role includes collaborative responsibility for shaping and delivering the Rep's wider strategic objectives.



Your responsibilities will include:

- Lead the strategic development and operational management of The Rep's buildings, facilities, shared spaces, and estate infrastructure.
- Lead, manage and develop operational teams of Maintenance, Housekeeping, FoH and Café/ Bar driving customer service standards and revenue opportunities.
- Oversee licensing compliance for The Rep as a public building, entertainment venue, and associated commercial operations.
- Work collaboratively with the Library of Birmingham and our commercial subsidiaries on the management and use of shared spaces and facilities.
- Ensure compliance with all relevant legislation, statutory obligations, regulatory requirements and best industry practices, relating to public buildings, facilities management, health and safety and licensing.
- Lead the Rep's environmental sustainability strategy and its operational delivery, embedding environmentally responsible practices, supporting our Theatre Green Book commitments, and furthering our ambitions to become Net Zero.
- Develop and deliver long-term capital projects, maintenance programmes and facilities strategies in line with budgets, operational and artistic priorities, limiting impact on customer experience.



Your responsibilities will include:

- Create standard operational procedures (SoPs), compliance data, metrics, and reporting systems and assurance processes to support continuous improvement and efficient day to day operations.
- Manage contractors, suppliers, and service providers, ensuring delivery is safe, high quality, on time, and within budget.
- Ensure all sites are safe, compliant, well-maintained and that they provide a high-quality environment for audiences, staff, artists, and visitors.
- Lead on all Health and Safety matters across the organisation as H&S Competent Person, working closely with internal stakeholders to ensure best practice, training, audits, inspections, and risk management processes.
- Chair the Health and Safety Committee including board reporting and overseeing relationships with external H&S consultants.
- Work closely with retained H&S advisors to continually improve H&S practice.
- Provide out-of-hours support in the event of building, facilities, or health and safety emergencies.

The duties and responsibilities set out should not be regarded as exclusive or exhaustive. Post-holder may be required to undertake other reasonably determined responsibilities appropriate to the level of the role.



Person Specification

- Demonstrable experience in a strategic facilities or estates management role
- Evidence of successful delivery of buildings and maintenance projects
- Be NEBOSH qualified
- Expertise in designing and embedding H&S Management systems
- Experience in senior leadership in a comparable role
- Able to manipulate, analyse and present data suitable for board review
- Experience in managing all aspects of H&S policy, procedure and practice
- Experience of managing budgets
- Commitment and evidence of driving environmental sustainability and significantly reducing climate impacts
- Experience of Customer Service and driving revenue
- Experience of risk management and reporting
- Excellent organisational skills and a toolkit which enables you to manage multiple high priority projects at once
- Application of critical thinking in a crisis
- A calm and professional approach to solving problems
- High levels of professional and personal resilience and able to manage high pace and high-volume workload
- Ability to achieve strategic and operational objectives whilst balancing the day-to-day requirements of the role.
- Accustomed to building strong teams and bringing positive change to legacy working practices.

Top: Grimeboy, 2022 Photograph credit: Graeme Braidwood
Bottom: East is East, 2021 Photograph credit: Pamela Raith





The Important Details

Salary: £60,000 per annum

Contract Type: Permanent

Reports to: Chief Executive

Annual Leave: 25 days plus 8 bank holidays per annum

Timeline

Closing: Midday Monday 15th June

First Round Interviews: w/c 15th June **or** w/c 22nd June

Second Round Interviews: w/c 22nd June **or** w/c 29th June

How to Apply

To apply please visit our recruitment portal at <https://birmingham-rep.mystaffsavvy.com/apply/>

If you have any questions about the role please email the People Team at reptalent@birmingham-rep.co.uk

Top: Sinatra, 2023 Photograph credit: Manuel Harlan

Bottom: Bhangra Nation, 2024 Photograph credit: Mark Senior

GDPR personal data notice

By applying, you consent to the secure processing of your personal data for recruitment purposes, in line with GDPR. We will store your information securely and used solely for evaluating your suitability for current and future roles. For full details, please see The Rep's Privacy Policy on our website.

Diversity Monitoring

Our ultimate aim is to have diversity of all kinds in every layer of the organisation and to help us keep track of our progress, we kindly ask you to answer Equality and Diversity questions alongside your application. Your responses will not be shared with the recruiting managers.

Safeguarding

The Rep is committed to safeguarding and promoting the welfare of children, young people, and adults at risk. We foster a culture where all staff and volunteers are expected to report concerns regarding vulnerable individuals or the conduct of colleagues and others they encounter. As part of our safer recruitment practices, the suitability of all prospective employees and volunteers is thoroughly assessed. Roles involving regulated activity will require an Enhanced DBS check.

Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.





Your Birmingham Rep

The Rep is a Disability Confident Employer and we participate in the 'Offer an Interview' scheme. This means we will offer an interview to anyone who is D/deaf or has a disability for the post who meets the minimum criteria.

By 'minimum criteria' we mean that you must provide us with evidence in your application form which demonstrates that you generally meet the level of competence required for each competence (or could with reasonable support), as well as meeting any of the qualifications, skills or experience defined as essential in the person specification. If you would like to apply under this scheme please select this option on our application portal.





There's no such thing as perfection

At the Rep we don't expect or look for the 'perfect candidate', instead we look for people who can positively contribute to our team. In return you will be given support, encouragement and all the right conditions to grow, succeed and be your best. We are committed to creating an inclusive workplace where difference is a strength and every unique voice and skill is recognised and valued.

For us, recruitment is more than a match against a job description, it's about feeling excited to come to work every day and being proud of who you work with and for. We believe The Rep is for everyone, so however you identify, whatever your background, if you feel excited about this role then we urge you to please apply.

It's important to us that The Rep reflects the communities we serve and therefore we particularly welcome applicants from the global majority and D/deaf & disabled communities as these groups are not as well represented as we want them to be. We have experience in supporting individuals to Access to Work requests and encourage any and all staff who may benefit from the scheme to use it. We will always try to make the adjustments needed so that you can perform to the best of your ability and professionally thrive in a supportive and engaging environment. We want our Rep to be culturally informed and accessible to all, so we encourage you to celebrate and share your own cultural experience and knowledge of our city proudly in your application.