

# DEPUTY BUILDING MANAGER

Recruitment Pack

A group of approximately 15 performers in 1920s-style costumes are posed on a stage. The performers include men and women in various outfits, such as sequined dresses, tuxedos, and hats. Some are standing, some are sitting on a low platform, and one is lying on the floor. The background is dark with vertical light streaks, creating a dramatic atmosphere.

# RAMBERT





*Peaky Blinders: The Redemption of Thomas Shelby. Photo by Johan Persson*

## **What if...**

**there was a dance company where brilliant and daring people could show up and be supported to push themselves to move the world forward...**

## **Welcome to Rambert**

As one of the world's most diverse dance companies, we make dance that is awe-inspiring, adventurous, dynamic and relevant, and take it to the world. Through dance performances, classes and creative courses for people of all ages and abilities, we want to ensure we are engaging everyone.

Rambert is an award-winning organisation, working with the world's best choreographers, dancers and supporting administration team who ensure we create work to the highest possible standards.

Under the leadership of Rambert's Chief Executive, Helen Shute and Artistic Director, Benoit Swan Pouffer, we're setting ourselves ambitious goals and finding new ways to inspire ambition and belief.





## Welcome

Thank you for your interest in our Deputy Building Manager. It's always an exciting time at Rambert. Alongside a programme of world-class contemporary dance on stage and screen, we premiered a large-scale production *Peaky Blinders - The Redemption of Thomas Shelby*, reaching over 200,000 in the UK and worldwide.

In addition to our artistic portfolio, we have launched several new ventures:

- *Rambert Plus*: Our digital channel and online class subscription platform.
- *Rambert Grades*: An Ofqual accredited dance exam syllabus poised to reach thousands of young dancers worldwide.

We also have a growing programme of participation projects co-designed with the communities we serve around the UK.

Rambert aims to create a programme that is artistically adventurous and ambitious whilst being financially and environmentally sustainable.

Alongside this we seek to demonstrate Rambert's credentials as a champion of inclusion, relevance and responsibility to our communities.

We want brilliant and daring people at Rambert – people who are committed to contributing to our success. If you have the skills, experience and attributes, I look forward to hearing from you.

**Helen Shute**, Chief Executive/Executive Producer



## **Governance, Finance, and Brand**

Rambert is a registered charity, and a company limited by guarantee. We are overseen by a non-executive board of Directors led by our outgoing Chair, Dame Sue Street.

The Rambert Group is made up of three companies comprising Ballet Rambert Ltd, Rambert Trust Ltd, and Rambert Productions Ltd. We have two joint ventures with Rambert School: Rambert Grades and a trademark holding company.

Our work is funded through national portfolio organisational (NPO) grant income from Arts Council England, box office, and fundraising. Our other income is from Theatre Tax Relief (TTR) or earned through commercial hires of our enviable building. Our 2025-26 turnover is forecasted to be between £5-6 million.

Brands need to communicate their cause and promise – then deliver on that promise. We have developed a Brand Belief and set of House Rules (below) that are central to everything we do. Think about how you could contribute to this promise if you came to work with us.

### **HOUSE RULES**

- Everything starts with diversity and inclusion
- Always believe it can be better
- Take us with you
- We trust each other
- Look after yourself so you can look after others
- We respect and take responsibility for our planet and its people
- Don't look back but remember where you come from
- To be superhuman, you need to be super human





A man in a dark suit is walking a tightrope. He is looking down and holding a cane. The background is a red curtain. The title 'Deputy Building Manager' is overlaid in large white text.

# Deputy Building Manager

*This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.*

## Job Description

### Deputy Building Manager

**Contract Type and Length:** Full time, permanent.

**Location:** Rambert Office, London, UK.

**Salary:** £30,000 per annum.

**Accountable to:** The Head of Building Operations and Estates.

**Working Hours:** Mon – Fri, 13:00 – 21:30.

#### Role Overview:

We are seeking a dedicated and proactive Deputy Building Manager to support the smooth and efficient day-to-day operation of our headquarters. This full-time role is hands-on and practical, working closely and deputising the Head of Building Operations and Estates to ensure our spaces are safe, welcoming, and fit for purpose.

You will play a key role in maintaining a high standard of building management, ensuring that Rambert's team, guests, and diverse building users experience a hospitable and well-functioning environment. The ideal candidate will bring solid experience in health and safety compliance, facilities management, and building operations, along with a keen eye for detail and a collaborative, can-do attitude.

Whilst the role follows a regular shift pattern, flexibility is required to occasionally support events and activities that fall outside regular hours.

**Key Relationships:** Artistic, Building Operations and Estates, Finance, freelancers, and venues.

#### Key Responsibilities:

- Act as the designated responsible person whilst on duty, ensuring the effective and safe operation of Rambert's facilities in accordance with internal policies and service provider agreements.
- Support the scheduling and co-ordination of building spaces, aligning with the Company's needs and priorities.
- Assist the Front of House team in the safe closing of the building at the end of business each day and opening when required.
- To ensure that the relevant building operational policies and procedures are effectively implemented.



- To fully support Rambert's environmental policy and support the work of the Operations Directorate in improving the organisation's environmental impact.
- Daily management of the studios, providing a fast and professional service to building users, and to prepare studios for the following day's activities.
- To support the Head of Building Operations and Estates in proactive involvement to maximising hires income and improving building efficiency.
- To support all departments in the running of the organisations in-house events as required.
- Serve as a key holder and an additional designated out-of-hours contact for the building's alarm monitoring company.
- Conduct plant machinery and utilities checks under health and safety and statutory compliance.

#### Daily Operational Responsibilities

- Ensure that the audio-visual (AV) and studio equipment is in good working order each day, and to manage the conferencing AV requirements.
- Conduct daily building checks, testing, inspections and troubleshooting any building or facilities related issues directly or working with the facilities management contractor and service providers. Regularly updating the Head of Building Operations and Estates.
- To carry out small maintenance tasks through the building as required.
- To manage the security systems, databases, keys and access equipment to new staff and freelancers.
- To act as the Fire Warden and the principal First Aider when on duty in-line with The Health and Safety Policy. Full training provided if needed.
- To ensure that the building is in an excellent condition at the end of the day ready for the following morning's activities.
- To monitor the environmental controls in the building ensuring all the studios and public areas are efficiently heated and ventilated for physical activities.



- To support and monitor all the activities and users in the building and liaise with the Participation & Community team for classes, ensuring smooth running and safe use of the building.
- To meet and greet potential hires and visitors for show rounds and inductions as required.
- To induct and support contractors working on site and ensure safe working practices are upheld.
- To assist with the organising and cataloguing of operations related equipment.
- To act as main point of contact for local authority, Met police, and the Southbank Security team whilst on duty.

#### Other Duties

- Collect environmental and sustainability data from utility bills and on-site energy meters for reporting.
- Occasional manual handling and on rare occasions working at height. Full training can be provided if needed.
- Support the Head of Building Operations and Estates in building improvement and renovation project works.
- Support in the research of new technology, products, systems, and services to improve the building and services within.

#### **General Responsibilities**

- Ensure all staff are consistently informed of programming decisions, updates, and timelines.
- Uphold and adhere to Rambert's policies, health and safety regulations, our procedures and our House Rules in all aspects of work.
- Actively represent and advocate for Rambert's commitment to equal opportunities and robust health and safety practices.
- Contribute to the development of environmentally sustainable practices within the organisation.
- Support and champion Rambert's dedication to inclusivity and diversity.
- Participate in staff meetings, training sessions and other events – including performances, which may take place outside standard working hours.





## **Person Specification: Experience and Expertise**

### **Essential Requirements**

- Facilities and building management or duty management background with preferably two years' experience.
- An understanding of relevant health & safety legislation and its impact within a public building.
- Experience within a customer-facing environment.
- Good communication skills and ability to work with people of various departments and seniority.
- Ability to multi-task administration and operational duties.
- Practical and proactive hands-on approach.

### **Desired Proficiencies**

*Full training can be provided if required*

- Experience of scheduling and coordination staff.
- Experience as a Fire Warden.
- Experience in First Aid.
- Health and Safety qualification (such as IOSH) or relevant experience.
- An understanding of premises licensing.
- Microsoft Office experience.
- Basic IT experience.
- Use of timetabling software, and CRM Systems.
- An understanding and appreciation of the arts.



## **Contract Terms and Working Arrangements**

The role includes a three-month probationary period, during which either party may terminate the contract with two weeks' notice. Upon successful completion of the probation, the notice period will increase to six weeks.

## **Additional Benefits**

The successful candidate will be entitled to the same benefits as other fixed-term employees, including holiday entitlement and access to relevant training and development opportunities. Key benefits include:

- 25 days of paid annual leave (pro rata), in addition to public holidays
- Death in service benefit equivalent to 4x base salary.
- Employee Assistance Programme, including access to a private GP and virtual counselling appointments.
- 24-hour confidential helpline offering financial, emotional, and wellbeing support.
- Enhanced maternity and paternity pay.
- Enhanced sick pay.
- Free access to Rambert classes (subject to availability).
- Free use of the onsite gym.
- Complimentary tickets to Rambert performances (subject to capacity).
- Two paid volunteer days per year.
- Discounted theatre tickets and Art Fund membership.
- Star Card providing discounts across London's Southbank.
- Pension auto-enrolment after three months of employment.



## **An Inclusive Workplace for All**

We:

- Actively encourage applications from individuals who are underrepresented identities within the arts industry to apply. We will interview all candidates from under-represented identities in arts who meet the essential requirements (above) for the role, as part of our commitment to fair and inclusive recruitment.
- Stand firm against racism and are committed to anti-racist practices.
- Recognise the underrepresentation of D/deaf and disabled people in the sector. We are committed to making reasonable adjustments throughout the recruitment process and in the workplace. Please let us know how we can support your access needs.
- Support and celebrate LGBTQ+ individuals, ensuring our workplace is inclusive of all sexual orientations, gender identities, and expressions.
- Understand and acknowledge that social class disparities can create significant barriers to accessing opportunities in the arts. We strive to create an inclusive environment that supports individuals from all socio-economic backgrounds. We are Living Wage employers because we want to help break the poverty cycle and reduce socio-economic barriers to those working within the arts.

### **To Apply**

Please send the below to [recruitment@rambert.org.uk](mailto:recruitment@rambert.org.uk):

- A CV (no more than two pages).
- A one-page (maximum) cover letter that details your interest in the role, relevant experience and suitability referring to the key accountabilities and personal specification (above).
- An equal opportunity monitoring form will be provided to you once we have received your CV and cover letter.

We will review applications, shortlist and interview on a rolling basis. This means we will review applications as they are received and may close the recruitment once a suitable candidate is appointed. We encourage interested applicants to apply as soon as possible to ensure consideration. If you do not hear from us within two weeks of applying, please assume your application has been unsuccessful.





Further information can be found on our website [www.rambert.org.uk](http://www.rambert.org.uk) or please contact [recruitment@rambert.org.uk](mailto:recruitment@rambert.org.uk).

Thank you and best of luck with your application.

# RAMBERT

Rambert

[Rambert.org.uk](http://Rambert.org.uk)

99 Upper Ground, London, SE1 9PP



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**

