



Venue Maintenance Job Advertisement

About Foundation Theatres

Foundation Theatres is an Australian family owned theatre owner and operator. Our venues are two of Sydney's premier theatres: The Capitol Theatre and Sydney Lyric. Our mission is to operate a series of thriving, internationally renowned, first class theatres.

In this role, your energy and attention to detail is a critical part of making our theatres great venues for our patrons to visit and our presenters, performers, crew and visiting companies to experience. Your ideas, work ethic, workplace pride, team spirit and commitment to safety are respected hallmarks of your role.

The Foundation Theatres team share a passion for the theatre industry in Australia, its product and the people it attracts from diverse backgrounds. Every role within Foundation Theatres requires each of us to be 'House Proud' ensuring that our venues are of the finest possible quality in service and physical condition.

We have an exciting opportunity for a person with a keen eye for detail and interest in facilities maintenance to become a member of our theatre team. This is an exciting opportunity available for a person with at least one-year facilities or trades experience. Hours are generally 7.00am to 3.30pm Monday to Friday and some weekend or after-hours work might be required.

Responsibilities

- Assist the Head of Venue Facilities in the professional administration and upkeep of the theatres including interior and exterior fixtures, fittings and building structure Carry out daily hands on maintenance and repairs of theatres, including painting, carpentry & plumbing repairs
- Monitor essential services, including air conditioning, refrigeration, electrical, plumbing, hydraulic lifts, security cameras, alarm and fire safety systems
- Assist with pre and post production condition reports and inspections
- Logging and managing of work orders
- Assisting with the management of contractors and service providers while on site
- Assisting with the keeping and monitoring inventory of spare parts and commonly required equipment
- Ensure theatres electrical equipment is tested and tagged to comply with code
- Respond to facilities issues as requested

Selection Criteria

- Proven experience in Facilities and broad technical knowledge
- Trade background in painting or carpentry highly desirable, with ability to conduct repairs and maintenance outside these disciplines
- Demonstrated high levels of self-motivation
- Ability to work independently and within a team environment
- An outstanding customer service orientation
- Excellent communication skills
- High computer literacy
- Exceptional time management and ability to multi task
- Ability to work proactively and flexibly within not only your immediate team but also within other theatre environments

How to Apply

Please apply with a covering letter addressing the selection criteria and your resume and send to admin@sydneylyric.com.au