

Job Title: Stage Door Keeper

Department:

Service Area:

Grade:

JE number:

1 Job Purpose

To provide Stage Door/Fire Security cover

To operate the switchboard and provide receptionist services

To manage and control truck and car parking for the centre

2 Principal duties and responsibilities

1. To welcome actors, visitors and trades-people to the Theatre, maintaining a record of who is in the building.
2. To be fully conversant with fire alarm and evacuation procedures and operation of the fire alarm panel acting as the central point of communication for fire alarm events.
3. To start and assist in the evacuation of the Theatre in the event of an emergency, and to act as a point of contact for other staff.
4. To train staff in the use of the telephone system to cover as necessary.
5. To deal with general enquiries providing information about the Company's activities.
6. To secure the Centre premises at the end of the day or handing this responsibility over to stage/catering management as required.
7. To distribute messages, forward email messages as appropriate and maintain an efficient internal communications system.
8. To sort incoming post and receive goods to the stage door and dock.
9. To and assist with mailings.
10. To inform the maintenance team of any mechanical, electrical or other defects which may become apparent, including the fire or intruder alarm systems entering events into the maintenance book as required, keeping a record of all maintenance logs at stage door.
11. to manage lost property.
12. To work effectively as a member of the Technical Department and to make a positive contribution to the work of the Company as a whole

3 All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

4 This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

5 Numbers and grades of any staff supervised by the post holder:

6 Post holder's immediate supervisor: Technical Director

Prepared by/author: Dave Guy **Date:** May 2014

Job title: Technical Director

Note: This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

Signature: **Date:**

Person Specification

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Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Experience	Experience in a comparable venue performance of stage door work		✓		✓	
	Experience of dealing with the public		✓		✓	
	Experience of using switch boards and fire panels		✓		✓	
	Ability to use switchboards		✓		✓	
	Ability to use fire panels		✓		✓	
	ITC/Computer Literate Experience of using various Microsoft packages including Word and Excel		✓			
	Ability to communicate effectively at all levels.		✓		✓	
	Strong interpersonal skills.		✓		✓	
Work to promote mutual respect and good relations	To demonstrate understanding of the Customer First approach towards service delivery and a commitment to Nottingham's City Council's Equality and Diversity Policy.				✓	
	Willingness to comply with the City Council's non-smoking policy.				✓	
Work Related Circumstances	The postholder will be subject to an enhanced Criminal Records Bureau.				✓	

P: Pre-application **A:** Application **T:** Test **I:** Interview **D:** Documentary evidence