

## Job Description

<b>Job Title:</b>	Duty Manager
<b>Job Holder:</b>	
<b>Reports to (Title):</b>	Operations and Front of House Manager
<b>Reports to (Name):</b>	Lorna O'Leary
<b>Responsible for:</b>	Supervision of Casual Ushers
<b>Hours of Work</b>	15 hours a week, on a rota basis, normal working pattern 8-15.30/15-23.00 2 shifts per week  Core building hours can be between 7.30am-12.30am Monday-Sunday (paid an extra .5 for working Sundays) Hours outside of core opening will be paid as overtime, hours extra within core hours as toil.
<b>Salary Range</b>	£10,803-£11,200 depending on experience.
<b>Length of role</b>	Part Time Permanent 2 shifts per week

<b>Prime Function of Role:</b>
<p>The Duty Manager plays a key role within RADA's Operations &amp; Front of House Department, reporting to the Operations &amp; Front of House Manager working on a rota basis alongside other Duty Managers, working as a team. The post holder will be primarily responsible for supervising the day-to-day operation of the buildings with Security, Health &amp; Safety of staff, students, members of the public and other building users always at the forefront, and the highest standards of customer service; the smooth running of shows and all our events &amp; courses.</p> <p>To lead on evacuations as Senior Fire Warden &amp; First Aider.</p> <p>Administration Support for the Operations &amp; Front of House Manager.</p> <p>Setting up of spaces which can involve furniture movement: chairs, tables, TV's etc.</p> <p>Open and lock up the buildings each morning and night and perform regular building checks.</p>

## Accountabilities & Tasks

### Event & Performance

- Act as a Duty Manager on a rota basis, supervising the operation of the building, performances & events during daytimes and evenings, Monday-Sunday 7.30-12.30
- Ensure that a visible, helpful, and professional duty management presence is always maintained in the buildings, responding to and resolving issues and incidents promptly and effectively following policy & procedures.
- Ensure the smooth running of shows, events, classes, workshops and hires at all times and ensure that all spaces are appropriately set up and fit for purpose to agreed room standard. This will include regular set up and facilitation for our RADA Business courses on site. This will involve movement of TV's and furniture along with our facilities team.
- Co-ordinate with technical theatre staff to ensure all exits, walkways & corridors are kept clear and safe.
- Be aware of and accommodate any audience access requirements, working with the technical teams to facilitate access as required.
- Monitor, manage and record all front of house stock such as merchandise, Ice creams, first aid stock and print in line with procedures.
- Understand, act upon the legal requirements of and ensure full compliance with the premises licence when on duty.
- As directed by the Operations & Front of House Manager ensure the Ushers rota is up-to-date and that we are fully staffed for all events both paid and unpaid events.
- Contribute to the training information for ushers, being part of the team to train student ushers and training new paid ushers.
- Be a point of contact to field all queries and to greet new clients from commercial hires/workshops on the premises, giving a briefing on their space and fire evacuation and other safety matters.
- Ensure that you are fully informed about events and audiences via CRM and Spektrix and that for external bookings the space has been set up to the agreed requirements and highest possible standards.
- Produce RADA Production information and seating signs following RADA Marketing procedures.
- Move furniture, merchandise etc between spaces when, ensuring you follow manual handling procedures when moving any furniture, merchandise, programmes or print around RADA buildings.
- Allocate duties and briefing to ushers for events they are working, ensuring they are fully aware of fire evacuation procedures, security and aware of audience access requirements. Monitor staff and audience throughout and lead the team to ensure smooth running and great customer experience.
- Prepare and distribute any floats and stock required ensuring these balance at the end of the event, is recorded and put in the safe.
- Liaison with the Box Office Manager & Customer Operation Assistants with audience & performance information.
- Liaison with student stage managers for the smooth running of RADA Productions.
- Liaison with our chosen catering company or in house F & B Manager will be required with some supervision of the bar if cover required.

## **Security, Health & safety**

- Maintain the highest standards of Security, Health and Safety & Safeguarding at all times. Ensure the health and safety of staff, student's, members of the public and other building users at all times.
- Be responsible for unlocking the building, following RADA procedures & checklist; checking that all fire exits are unlocked and clear. Reporting and dealing with any immediate issues.
- Be responsible for locking the building, following RADA procedures and checklist; ensuring all exits, fire exits, windows and doors are secure, lights off and the building is alarmed. Reporting and dealing with any immediate issues.
- Follow all relevant procedures at all times, including fire prevention/evacuation, property patrol/security, first aid, mental health first aid and Incident reporting.
- Maintain a daily reporting system that enables the Academy to achieve a high standard of room management in all RADA premises. This requires particular emphasis on monitoring cleaning, building maintenance, adherence to both Licensing and Legislative Health and Safety, safeguarding issues, first aid, mental health first aid, Incident/near miss, lost property, lock up reports and performance reports in line with Operations & Front of House procedures. Undertaking immediate housekeeping such as spillages.
- Ensure all maintenance issues are reported following RADA procedures.
- Carry out front of house checks (fire exits, emergency lights, Vanbrugh kick boards, auditorium seating) prior to performance, working with the technical theatre team & or facilities to rectify any problems.
- Brief workshop leaders/hires on fire evacuation, access around building, water fountains and toilets.
- Ensure Staff, Students, visitors & Contractors are wearing appropriate Lanyards in accordance with Operations & Front of House procedures.
- Give Student Induction tours providing all relevant H & S information and an overview of the buildings.
- Investigate any reported intruders or security issues, dealing with the police if required.
- Liaise with external facilities providers etc. responsible for alarms, emergency plumbing or electricity issues.

## **Customer Operations**

- Work closely with the Customer Operations team ensuring you are in communication whilst on duty.
- Whilst on duty always be visible, professional, and helpful, taking regular building patrols.
- Work closely with the Customer Operations team to welcome and assist visitors and building users.
- Support maybe required with academic classes, Movement of TV's, Teams and Zoom usage together with a first response on technical issues with equipment in the class.
- Ensure that Customer Operations staff maintain and deliver the highest standards of appearance and customer service at all times.
- Provide regular room checks each day and report misuse of spaces or rooms reset inadequately.
- Ensure all building signage is in place and in the correct branding.
- Deputise for the Senior Duty Manager in their absence to ensure Ushers payroll is completed and first aid boxes checked & refilled.

- Manage any customer complaints in a professional manner always remaining calm, in accordance with RADA's Operations & Front of House procedures.
- Troubleshoot and resolve issues and crises as they arise with clear reporting, noting all details.
- Act as a First Aider, Fire Warden and Mental health First Aider.
- Act as a key holder.

### **General**

- Undertake any other related activities that may arise.
- As directed by Operations & Front of House Manager, Order distribute and manage stationary stock and requests for materials.
- Work together as a team to ensure end of term resets of all spaces and end of academic year clearing which may include resetting storage.
- Assist the Operations & Front of House Manager with any administration required.
- Attend staff meetings as required. Deputise for the Operations & Front of House Manager as requested at other meetings.
- Promote equality, diversity and inclusion at all times and ensure they are at the forefront of your thinking when undertaking your responsibilities.
- Comply with data protection legislation and GDPR regulations regarding protecting personal data.
- Contribute to the development and culture of RADA, attend RADA training and staff events as and when required (including but not limited to annual staff conference and termly town hall meetings).
- The successful candidate will be required to undertake a DBS check

By accepting a role here you are acknowledging a commitment to RADA's strategy, values and mission, safeguarding and a willingness to contribute to the ongoing development of the same.

### Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 3-day First Aid at Work</li> <li>• Fire Warden</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in an arts related subject.</li> <li>• Personal License Holder (NCPLH).</li> <li>• Mental Health First Aider</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good knowledge of Arts Administration/Theatre Industry &amp; or education settings.</li> <li>• Health and Safety legislation.</li> </ul>	<ul style="list-style-type: none"> <li>• Theatre Licensing</li> </ul>
<b>Skills/Abilities/Competencies</b>	<ul style="list-style-type: none"> <li>• Excellent IT, communication and presentations skills.</li> <li>• The ability to deal with the public in a calm and confident manner.</li> <li>• The ability to multitask and remain calm under pressure.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A proven record of delivering high quality customer care.</li> <li>• Venue/Duty management experience.</li> <li>• Experience in Front of House duties within a theatre &amp; or education setting.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing &amp; training ushers</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Well, presented.</li> <li>• Good and confident communicator.</li> <li>• Excellent organisational skills.</li> <li>• Flexible and dependable.</li> <li>• Diplomatic and self-confident when dealing with people at all levels.</li> <li>• Positive and enthusiastic.</li> <li>• A team player and hardworking.</li> <li>• Excellent interpersonal skills.</li> <li>• Friendly and warm approach.</li> <li>• Ability to work shift work.</li> </ul>	

Signed by Line Manager:

Date:

Signed by Staff Member:

Date: