



NEW VIC

**Maintenance Assistant
(Part-Time)
Recruitment Pack
July 2025**

Welcome

Due to retirement, we are recruiting for an additional Maintenance Assistant (part-time) to join our busy Maintenance Team.

The ideal candidate will have proven professional experience within a similar maintenance role and/or a broad knowledge of a range of practical skills. A specialism in a specific trade may be an advantage.

Deadline for applications: **Monday 28th July at midday.**
Interviews to be held **w/c 4th or 11th August.**

We hope that this pack will answer all your questions, but if there is anything else you would like to know about the role or working at the New Vic, please do get in touch on 01782 381371 or by email at recruitment@newvictheatre.org.uk



Maintenance Assistant (part-time) Job Description

Responsible to: Theatre Manager & Head of Maintenance

Role Purpose

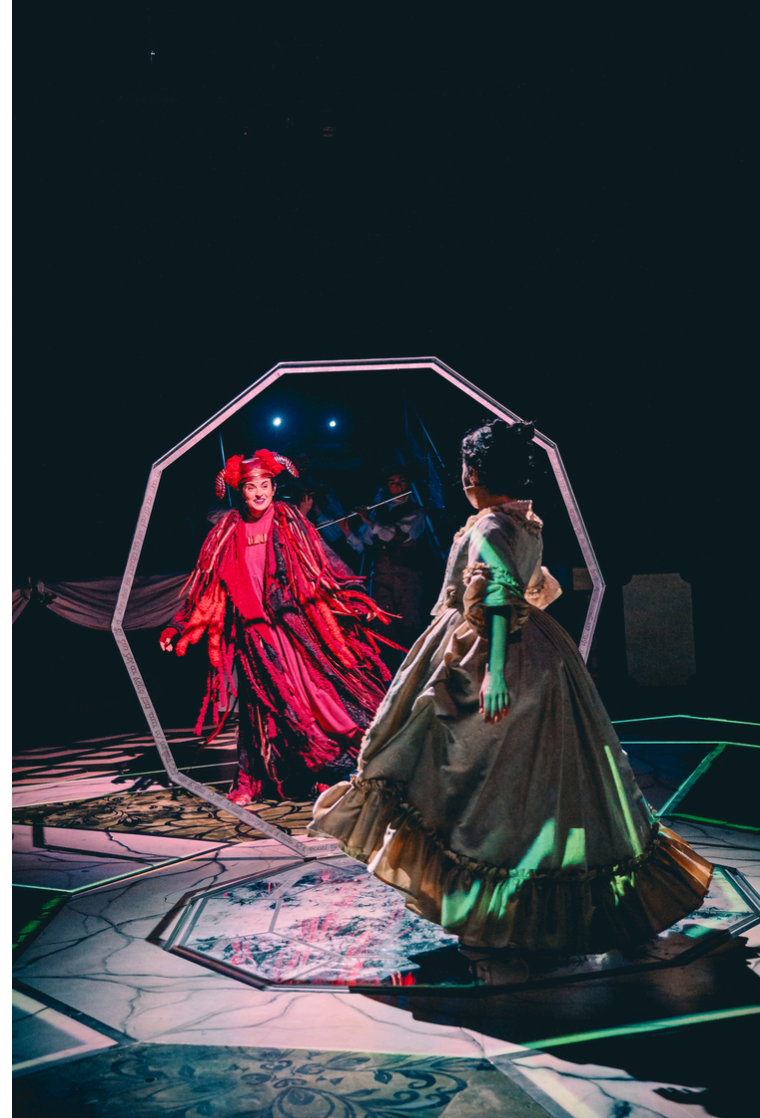
The New Vic's Maintenance Team comprises of 4 part time staff; 3 Maintenance Assistants and a Head of Maintenance. The team report to the Theatre Manager. Each of the team play an important role in ensuring that the New Vic is well-looked after and remains a presentable and safe premises for all building users.

Duties & Responsibilities

To assist the Head of Maintenance and carry out general maintenance of the New Vic Theatre, Workspace, theatre car park and gardens, to include:

- General maintenance and minor building repairs including basic carpentry, plumbing, electrical and painting.
- Respond to logged maintenance issues in a timely manner and update the digital log.
- Continual observation and monitoring of building condition, fixtures and fittings and identify, report and remedy as necessary.
- Carry out PAT testing as part of our rolling annual programme of checks for portable electrical equipment.
- Participate in monitoring of building energy management to ensure efficient and appropriate use to reduce the New Vic's environmental impact.
- To assist the Head of Maintenance in arranging contractors to attend site as/when necessary.
- To act as nominated point of contact for visiting contractors working on site and liaise with them as necessary.
- To provide maintenance cover in the absence of the Head of Maintenance.
- To provide cover for locking up and securing the New Vic buildings.
- To be a keyholder as part of an emergency out-of-hours call-out list and respond to alarm activations as required.
- To assist the Head of Maintenance with weekly fire alarm testing.
- To complete weekly water flushing records as part of New Vic's Legionella risk management plan.
- Building lamp-rounds as required.
- Preparation of rooms for meetings.
- Collection, moving, storing and disposal of equipment.
- Cleaning and basic maintenance of New Vic company vehicles.
- To assist production departments with get-ins/outs, fit-ups and restores to facilitate concerts and conferences etc as required.
- To assist the Workshop department with the deconstruction and disposal of stage sets.

- Maintenance of the theatre car park and grounds to include leaf blowing, maintain pathways, cutting-back, planting and strimming.
- Assist with the preservation of pond and wildlife areas within the theatre grounds.
- Ensure the grounds are kept tidy and free from litter.
- Ensure safe access to the grounds and building in times of inclement weather by clearing snow and applying grit as necessary.
- Provide occasional car park attendant cover on daytime performances as required by the New Vic Front of House team.
- Adhere to all New Vic Health & Safety Policies including maintaining up to date COSHH data.
- Any other duties as may reasonably be required by the Theatre Manager.



Person specification

These are the qualities we are looking for in our Maintenance Assistant (part-time).

Essential Criteria

- Proven professional experience of working within a similar commercial building based maintenance role.
- Competent at carrying out common repairs, redecoration and basic electrical/plumbing issues.
- Ability to work independently and as part of a team, and respond in a timely manner to reported issues.
- Observant with a proactive approach to identifying areas/items that require maintaining.
- Ability to problem solve and use own initiative.
- Flexible and willingness to adapt to the needs of the department or organisation.
- Excellent communication skills.
- A full, clean driving license.

Desirable Criteria

- Proven experience within a specific building trade with relevant industry qualifications.
- Experience of being a key holder.
- Understanding of commercial heating and ventilation systems.
- Basic knowledge of Health & Safety.
- Basic IT skills.

Maintenance Assistant (part-time) Contract Terms and Conditions

Contract

This role is offered on a part-time basis of 24 hours per week.

Salary

The salary for the post is £26,353.60 per annum (£15,812.16 pro rata for 24 hours part-time role). The salary is paid weekly in arrears.

Hours of Work

The normal hours are 24 hours per week based on 3 x 8 hour days across Monday to Friday. A degree of flexibility is needed to which three days will be worked; to meet the demands of the role and provide cover where necessary. This will be agreed with the Head of Maintenance a week in advance.

Where the number of hours worked in any 4-week period exceeds the contractual hours, then time off in lieu will be given. Overtime is not applicable to this post.

Holiday Entitlement

The holiday entitlement for this post is 96 hours per annum, plus bank holidays. This is based on a full-time equivalent of 4 weeks plus bank holidays pro rata.

This will increase to 106 hours plus bank holidays following 3 years service and 120.5 hours plus bank holidays following 5 years continuous service. The holiday year runs from 1 April to 31 March.

Probationary period

The probationary period for this post is 6 months. The notice period during the probationary period is 2 weeks. Following successful completion of the probationary period the notice period is 4 weeks.

General

All eligible staff are automatically opted in for the New Vic's basic pension scheme under auto enrolment legislation.

All offers of employment are subject to the candidate being able to provide suitable proof of their eligibility to work in UK and references.

Work Location

The role will be based at the New Vic.

*'Staffordshire's New Vic proves what a regional theatre with ambition and imagination can do'.
The Guardian*

The New Vic is unique. The first purpose-built theatre-in-the-round in Europe and a ground-breaker in the integration of professional theatre-work with an extensive community and education programme, we make theatre that is valued by local audiences and recognised nationally and internationally.

We believe in the power of theatre to change lives. We also believe that everyone should have access to great theatre and on average 180,000 people visit the New Vic each year.

The New Vic has forged a national reputation for producing first class theatre. We have a full in-house creative team, including costume, scenic workshops, lighting, sound and design.

Our extensive community and education programmes reach over 25,000 people annually, with award-winning New Vic Borderlines, and New Vic Education departments ensuring we are key to the cultural life of the region. Alongside this the theatre leads Appetite, an Arts Council England Creative People & Places programme, to engage more people in Stoke-on-Trent and North Staffordshire in the arts.

The New Vic is a registered charity with a turnover of £5 million and operates thanks to a unique partnership between Arts Council England, Newcastle-under-Lyme Borough Council and Staffordshire County Council.



'action thrills aplenty, from start to finish'
The Observer on *The Three Musketeers* (2024/25)



'a dark and dynamic production, ravishing in both senses'
The Guardian on *The Company of Wolves* (2024)



'an entertainingly frightening ride'
The Stage on *The Haunting* (2024)



'exemplary staging outdoes the original'
The Observer on *One Man, Two Guvnors* (2024)



'the New Vic's usual level of inventive stagecraft magic... makes this an
entertaining, attention-grabbing visual treat' The Stage on
The Nutcracker: A Christmas Fairytale (2023/24)



'a sublime theatrical rabbit hole'
'Theresa Heskins matches the imagination of Lewis Carroll with a theatrical
inventiveness of her own' The Guardian on
Alice in Wonderland (2022/23)

Applying

The New Vic aims to attract, develop and retain the best talent for all roles and will always appoint based on merit. We consider that diversity is good for the art we make, good for artists, good for audiences, and good for the cultural sector.

The New Vic is an equal opportunities employer. We value diversity in our workforce and positively encourage applicants from all sections of the community, particularly applicants under-represented across the arts workforce, especially applicants with a disability, applicants who are LGBTQIA+ or applicants of African or Caribbean heritage, South, East and South-East Asian heritage or anyone who experiences racism.

How to apply

Please forward your CV and a covering letter giving a brief outline of why you think you would be suitable for this role and how your skills match the person specification to recruitment@newvictheatre.org.uk using the subject line Maintenance Assistant, or post them to Administration Department, New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG.

The deadline for applications is **Monday 28th July at midday**. Interviews will be held **w/c 4th or 11th August**.

We want to make sure that our application process is accessible to everyone, so please do tell us if you need any of this information in another format (e.g large print, audio).





New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG Stoke-on-Trent & North Staffordshire Theatre Trust Ltd. Company registration number: 911924. Charity registration number: 253242. The New Vic Theatre operates thanks to partnership between the Arts Council England, Newcastle-Under-Lyme Borough Council and Staffordshire County Council.