



Facilities Assistant

Job Description

The Clapham Grand is looking for a superstar human who loves everything from pop, drag & comedy all mixed together, to join us working within the operations team across our wide range of events from full capacity club nights (1200+ people) to seated theatre style shows. You will be instrumental in the day to day running of the venue, getting us ready to create magic for our guests.

The candidate will ideally have at least 1 years experience in a large event led venue covering both theatre and club experiences, and a basic knowledge of everyday maintenance. They will have excellent communication skills and be physically fit (due to the nature of the role) with a keen eye for organisation. You will work with the day time venue managers, assisting with everything from deliveries, furniture set ups, maintenance and cleaning to dressing room prep, show loads ins and stage set ups - assisting to prepare the venue to handover to the teams that run the events in the evenings.

You will have good time management, be able to follow instruction and work independently on meeting your task deadlines.

Please forward CV and covering letter describing why you think you would be suitable for the role. INCLUDING specific examples of experience to allywolf@claphamgrand.com. An extended Job Spec is available highlighting responsibilities and day to day.

This position is an assistant to the venue, managers, supervisors and all aspects of the business with particular focus in the area of facilities. Reporting into and getting instructions coming from the managerial team, you will be primarily responsible for the movement and setup of furniture, equipment required for the smooth set up and running of the venue and the events taking place within it. The Facilities Assistant will also assist in the upkeep and maintenance of the building, helping ensure that the site is clean, safe, warm, welcoming and fit for purpose at all times.

Main Duties

- A multi versatile human who will focus on the general prep and upkeep of the venue.
- Furniture moves and events set up.
- To assist the managerial team with venue maintenance.
- Administration duties when needed including stock checks, furniture counts / logs.
- Assist in the maintenance, cleanliness and upkeep of the venue.
- Receive all deliveries and oversee the storing.
- Maintain the highest level of health and safety at all times ensuring that any issues are reported immediately.
- Flexible working days and hours when needed, but primarily a 5 day working week split across all days of the week, with essential days being Monday, Wednesday & Friday. Weekend work will be needed, and this is based on the needs of the business. Night shifts on occasions if required.
- Work with all event promoters to ensure the load in of the event is a success.
- Proactive attitude and the ability to problem solve within a changeable environment.
- Maintain a good working relationship with the event team.
- To be a team member and be willing to help any department and contribute to the upkeep of The Clapham Grand building and reputation.