

## **SWAN THEATRE COMPANY**

### **Terms of reference for Facilities Team**

#### **Main purpose**

To manage, develop and maintain the premises and facilities known as The Swan Theatre, ensuring a high quality, safe venue for performers and general public alike.

#### **Main functions**

1. To implement the facilities aspects of the Theatre Development Plan and to report progress to the Co-ordinating Committee.
2. To manage the facilities budget ensuring that best value is obtained.
3. To seek approval from the Co-ordinating Committee for all single item expenditure over £500.
4. To provide facilities for all events at the Swan Theatre, on a basis to be agreed.
5. To deal promptly and effectively with all maintenance issues relating to the theatre.
6. To ensure all safety requirements, including necessary checks and servicing, are carried out as required.
7. To work with all external licensing and enforcement agencies to ensure all facilities conditions are met.
8. To liaise with external contractors where necessary to ensure proper maintenance or development of the premises.
9. To develop the skills of members in all aspects of facilities work and to encourage the involvement of new members.
10. To provide facilities services for all events at the Swan Theatre, liaising with external hirers as necessary, to ensure the safe and effective running of the theatre on event nights.

#### **Composition**

The team will consist of the Facilities Manager (which is an elected post), and other people with appropriate skills and expertise. Any person can hold more than one responsibility, and other members can be co-opted on to the team at any time.

#### **Meetings**

The Team will meet no fewer than 6 times per year. All meetings will be formally minuted with copies circulated to team members and Co-ordinating Committee members.