



Fourth Monkey
Actor Training Company

APPLICANT INFORMATION

BUILDING COORDINATOR





"Fourth Monkey are at the forefront of a significant change within the industry, a change that is seeing actors evolve into artists to enable themselves a self-sustainable and varied career in an industry that requires this adaptability and dexterity to flourish. "

Steve Green
Artistic Director & CEO



WE ARE FOURTH MONKEY

Established in 2010 to provide a fresh and dynamic approach to professional actor training and challenge the status quo of traditional conservatoire schools. Fourth Monkey is also a critically acclaimed Ensemble Theatre Company renowned for its visually stunning and compassionate storytelling.

Our undergraduate and postgraduate courses are designed to reflect the reality of the performing arts. The unique Fourth Monkey curriculum of **ACT. MAKE. MOVE. COLLABORATE.** embraces artistic innovation to ensure our students are trained as artists as well as actors and as such given the tools and opportunity to succeed in the industry in which we operate.

The goal of Fourth Monkey was, and will always be - to create a world ignited by a visceral cacophony of bold, diverse voices and, since its inception, we believe that we have gone some way towards making that happen. We are not there yet and neither is the industry, but we are genuinely striving to change the industry within which we work to be a better and more inclusive space for everyone.

We believe in providing clear pathways for people to participate in the Performing Arts and to receive an education, but more importantly, to amaze themselves with what they can achieve, and propagate the self-belief and community-belief in their surroundings. We believe this is a positive way to create true societal change.

OUR VISION is to create societal and cultural change through performance and training excellence.

OUR MISSION is to revolutionise the arts through innovative actor training, performance excellence and collaboration.





JOB DESCRIPTION



BUILDING COORDINATOR

This applicant information pack contains full details in relation to the role and the job specification. We ask applicants to read all the information carefully before submitting their application.

Fourth Monkey is recruiting for the role of **Building Coordinator** to join its dynamic staff team based in their North London training centre. The successful candidate will play a vital role in helping Fourth Monkey achieve its organisational objectives, including providing essential support to the Head of Operations in managing the building in a day to day basis.

It's an exciting time to be joining the Fourth Monkey team; since marking our 10-year anniversary in 2020 whereby our two-year training course was successfully accredited as our BA (Hons) Acting Accelerated Degree by our degree-awarding partner Falmouth University, we have subsequently added the newly accredited CertHE Acting & Theatre Making and MA Collaborative Theatre to our training provision. We have subsequently developed a 3-year model of our successful accelerated BA (Hons) Acting model which welcomes its first student cohort in September 2023.

As part of our significant growth and as we move further into our second decade as a leading drama school, arts organisation and registered charity, we are looking for a passionate and enthusiastic **Building Coordinator** to support our Head of Operations and support us on our ongoing journey.

This job pack contains full details in relation to the job role and the job specification. We ask candidates to please read all the information carefully before applying.

Fourth Monkey is committed to creating a diverse and inclusive environment in which everyone can thrive.

OUR STRATEGIC OBJECTIVES

- 1.To create fearless actors from the broadest of backgrounds; with the commitment, professionalism and practical skills to succeed
- 2.To provide an accessible, sustainable and mutually beneficial development and career long support structure for our alumni
- 3.To produce high profile, ground breaking theatre that not only provides a stage for our actors, but also challenges the status quo
- 4.To create, advocate and engage in cultural and social change through partnership and collaboration
- 5.To develop and maintain a sustainable infrastructure - a stable platform from which to achieve our mission

ABOUT THE ROLE

The main focus of the role will be to support the Head of Operations, as part of their building team, in the smooth running and delivery of Fourth Monkey's highly regarded professional actor training course. They will work closely with the student body and be responsible for the day-to-day management of training locations, and ensure the venue can be operated fully and smoothly without disruption. In addition, they will work with the Head of Operations to ensure a smooth running of the venue with public performances and front of house, and provide occasional support to the Head of Productions.





TERMS & CONDITIONS

Job Title:	Building Coordinator
Contract:	0.75 FTE, 30 hours per week
Salary:	£20,000-25,000 pro-rata (£17,000-£20,000 actual)
Place of Work:	The Monkey House, London N7.
Hours of Work:	Standard working hours are Monday to Friday 4pm - 10.30pm, but there will be some requirement to work outside of these hours where required
Probation:	All new employees are required to undertake a period of probation for six months.
Responsible to:	Head of Operations
Responsible for:	n/a
Key Relationships:	Staff, Students, Alumni & Key External Stakeholders, External Hirers
Annual Leave:	Annual leave is 32 days per year, including bank holidays
Pension:	All staff will be automatically enrolled into a work Pension Scheme as part of our requirement to meet automatic enrolment legislation.
Benefits:	Fourth Monkey offers a cycle to work scheme and subsidised welfare support for all staff



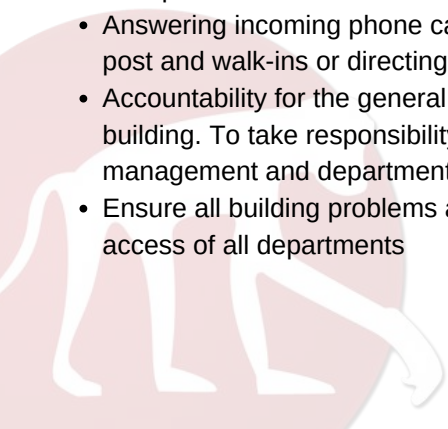
RESPONSIBILITIES

ADMINISTRATION

- General administration duties, including data entry, marketing copy, travel bookings, catering, and room bookings, note taking in meetings, filing, and photocopying
- Stock checking of stationery and equipment, sundries, publicity materials and all items for courses
- Provide support as and when needed by Course Leaders, such as printing teaching materials and setting up equipment in studios as necessary
- Receive and respond to telephone calls as necessary
- Welcome external hirers and visitors to the building as required

BUILDING / FACILITIES MANAGEMENT

- Key holder responsibility, opening and closing building as required
- Day-to-day logistics with studio hires, students and practitioners
- Handle hire enquiries
- Support the Head of Operations to ensure optimum building hire targets are met
- Ensure the spaces are presented in a welcoming, appropriate, and professional way to students, staff, practitioners, hirers and visitors
- Ensure external members are received and signed into our system appropriately
- Complaint handling as required and reporting to the appropriate department
- Set up and breakdown of studios
- Liaising with course leaders to ensure students are following studio rota to ensure studio cleanliness
- Recycling & disposing of rubbish, ensuring weekly collections are adhered to
- Day-to-day on-site Health & Safety
- Maintenance of office/building supplies
- First point of contact for Students, Staff, Tutors, Directors, Visitors, and Guests
- Answering incoming phone calls, monitoring answerphone messages, email, post and walk-ins or directing to the relevant personnel.
- Accountability for the general upkeep, maintenance, and management of the building. To take responsibility for both fixing and reporting to relevant line management and departments of issues, occurrences and timelines for solutions
- Ensure all building problems are documented and filed accordingly for ease of access of all departments



- Source sustainable equipment to ensure smooth working environment for staff
- Undertake risk assessments for the venue and events, volunteers, visitors, and staff
- Support the induction of all staff and volunteers in health and safety, food hygiene and fire procedure
- Management of library catalogue and lending via Excel
- Act as a First Aider and Fire Marshall when on duty
- Ensure work practices comply with GDPR, the organisation's insurance cover and relevant policy and support the ongoing development of policy and procedures.
- Attend relevant training and CPD learning for developmental purposes
- Support recruitment and training of new employees
- Managing the office@ inbox and respond or forward emails appropriately

FRONT OF HOUSE, PRODUCTIONS & EVENTS

- Run front of house during production periods in liaison with the Head of Production
- Arrange adequate cover for front of house, bar and show ushering through the pool of students
- Provide training and briefing with students on staff shifts in front of house, bar and show management

OTHER RESPONSIBILITIES

- Adhere to Fourth Monkey's policies and procedures, working within the wider protocols and maintaining good liaison with other teams across the organisation
- Be an ambassador for Fourth Monkey at public-facing events
- Champion the Fourth Monkey brand, messages, and communications initiatives to raise the profile and impact of Fourth Monkey
- Ensure the effective delivery of the Fourth Monkey Strategic Plan and the Fourth Monkey Strategic Objectives
- Maintain good liaison with all teams across the organisation
- Support fellow staff and provide internal mentoring and training to others where appropriate
- Undertake other duties from time to time, as requested by the Director of Training / Executive Director and / or Chief Executive



PERSON SPECIFICATION

EXPERIENCE

REQUIRED

- Liaising with Students, Staff, Tutors, Directors, Visitors, and Guests
- Experience in working with the Office 365 suite
- Demonstrable knowledge and experience of Microsoft Teams and incorporated operating software
- Demonstrable rigour in reporting and administrative management

DESIRABLE

- First aid, health and safety and Fire marshall trained
- Risk Assessment building and management
- Front of House experience and managing box office/bar staff
- Educated to degree level, or relevant qualification

SKILLS

REQUIRED

- Excellent communication skills; both written and verbal
- Basic DIY skills to enable building maintainance
- Understanding and experience of adhering to data privacy standards
- Attention to detail
- Problem-solving skills
- Computer skills
- Multi-tasking abilities
- Integrity, honesty

DESIRABLE

- Extensive DIY skills
- IT problem solving skills



KNOWLEDGE AND UNDERSTANDING

REQUIRED

- An understanding and knowledge of database management
- Building management and skills knowledge

DESIRABLE

- Strong and demonstrable knowledge and understanding of best practice within an educational setting, specifically Higher Education
- An awareness of Higher Education learning / arts training environments
- An understanding of pastoral practices, needs and procedures in educational establishments
- An understanding of, and interest in, the work of Fourth Monkey
- An awareness of the wider arts education sector
- Experience of working with timetabling software and student records systems

PERSONAL QUALITIES

REQUIRED

- Well-motivated, target-orientated and results driven
- Excellent interpersonal skills and willingness to work as part of a team and on one's own initiative
- A passion for access to arts education for all, and for contributing to an inclusive and representative creative sector
- Flexibility within a changing environment

In return we offer a competitive salary, incentives, rewards, benefits and access to a cycle to work scheme and discounted rail travel as well as subsidised health and wellbeing support for all staff after stipulated period of employment.





HOW TO APPLY

SUBMITTING YOUR APPLICATION

To apply, please send an up to date CV, a cover letter, a completed [Equal Opportunities Monitoring](#) form, and the contact details of two referees (we will not take up references before short-listing nor without your express consent).

Please note, your cover letter should be used to tell us how you think you meet the requirements in the person specification. Ensure that you draw particular attention to experience, skills, achievements and knowledge gained in past employment or other activities which are relevant to the job and give examples to support what you say. Your CV and your cover letter should each be no more than 2 sides of A4.

Applications regarding the role should be emailed to jobs@fourthmonkey.co.uk by the deadline of **12PM THURSDAY 7 SEPTEMBER 2023**.

When applying, please tell us if there are any reasonable adjustments we can make to assist you in your application or interview.

Shortlisted candidates will be invited to an interview on a rolling basis from point of application. If invited to interview, you will be asked to prepare and deliver a presentation, perform some tasks designed to test your suitability for the role and answer a series of questions. When answering these questions you should always seek to substantiate your response with examples from your own experience. You should allow approximately 1.5 hours for the whole interview process.

We regret that we will not be able to acknowledge receipt of all applications as we are a small team. If you do not hear from us within four weeks of the closing date please assume that you have not been shortlisted.

Thank you for your interest in working with Fourth Monkey Actor Training Company.

CANDIDATES WITH DISABILITIES AND SPECIAL NEEDS

Fourth Monkey are committed to equality and diversity and welcome applications from all sections of the community. Disabled and ethnically diverse candidates who meet the essential criteria for a role are guaranteed an interview as they are underrepresented within our industry and the Fourth Monkey team.

Please tell us if there are any reasonable adjustments, we can make to assist you in your application.

If you have a disability which you would like us to take into account, please tell us about this when you apply. Please let us know if we can help and remember that you can request information in large print or in a different format if required.

We endeavour to make all reasonable adjustments to accommodate disabled members of staff to ensure that the work place is an accessible and inclusive environment.



Fourth Monkey started life as a revolution. It has now become a genuinely visionary trailblazer and we are grateful to all of those who have been part of our journey and those we are yet to encounter "

Charleen Qwaye
Director of Training & Deputy CEO

