



The Lost
Estate

VACANCY:

FACILITIES AND MAINTENANCE TECHNICIAN

FULL-TIME POSITION

APPLICATIONS CLOSE 12TH MAY, 2023

WWW.THELOSTESTATE.COM



LOST LOVE

The Lost Love Speakeasy
A LOST ESTATE EXPERIENCE



JOB OVERVIEW

Who we are

The Lost Estate (TLE) is an immersive hospitality and arts company that brings classic stories to life, creating fantastical immersive worlds, packed with dining, mixology, theatre, and world-class performance.

The role

This is a full-time role at the company, responsible for the daily upkeep of our venues, building compliance and risk assessment, managing maintenance contractors, managing and receiving deliveries and advising on facilities/maintenance issues on any prospective TLE sites we wish to acquire in the future.

Who you are

The right candidate is a good **all-round 'handy person'**, ideally with experience in fixing and maintaining commercial kitchen equipment. Experience in complying with **FRA and other building H&S regulations** is essential, as is a great **network of facilities contractors**. At least **1-2 years experience** in a hospitality or theatre venue would be desirable, as would a current UK drivers licence.

WHY THE LOST ESTATE?



"EASILY ONE OF THE BEST SHOWS I'VE BEEN TO IN LONDON EVER..."

ANDY M. ★ ★ ★ ★ ★

The Lost Estate is one of the UK's fastest-growing Arts and Hospitality brands. Over the past five years it has opened eight sold-out shows that fuse live music, high-end theatre, dining, and mixology to create a new entertainment category.

We love it here because we believe in what we do. Our mission is to bring extraordinary art and hospitality to as broad a range of people as possible. We think that belief and commitment is reflected in the quality of our workplace.

We are an ambitious, profitable enterprise, but we also make art for a living. At The Lost Estate, **creativity comes as standard** in every role.

You're joining us at a key moment. In July 2022, we secured our first permanent premises - a massive former mannequin factory in Earls Court that we're transforming into an Arts and Hospitality complex, complete with 220-seat immersive theatre at its heart. We believe it will become a London landmark and we want your help to achieve that.



In Night's Darkling Glory
A LOST ESTATE EXPERIENCE



ROLE REQUIREMENTS

The right candidate is a good all-round '**handy person**', capable in most areas of general maintenance such as plumbing, electrics, carpentry and digital infrastructure. Ideally, you would have experience in fixing and maintaining **commercial kitchen equipment** such as combi ovens and fridge/freezers. You will have experience in complying with **FRA and other building H&S regulations**. You'll have a great network of **facilities contractors** including waste and sanitary collection, cleaners and utilities providers, and will be driving value for the business by agreeing the right contracts for us at the best possible price. At least **1-2 years experience** in a hospitality or theatre venue would be desirable, as would a current UK drivers licence.

You will be someone who loves working in our quirky and complex buildings - a 30,000 sq ft former mannequin factory in West Kensington and a 5000 sq ft warehouse in Peckham's Copeland Park complex. Working in these old and charming spaces will be a source of excitement and energy for you - something you enjoy, rather than a source of stress! We have two sub-tenants on site - a church and a creative co-working and events company. You'll manage them and be their day-to-day point of contact.

A typical day might include fixing a faulty oven, replacing a leaking tap, unblocking a toilet or rehangng a door. You would have plenty of facetime with the cleaning, sanitary and waste collection contractors that pass through our doors. Deliveries will come and go through the day, and you'll be on hand to receive and inventory. Admin time will focus on the development and upkeep of our building H&S policies, reviewing and actioning FRA points, working with our production team on incoming shows and how they are effectively designed to meet the best possible audience safety standards.



ROLE REQUIREMENTS

Essential:

- Good all-round 'handy person' skills, including basic plumbing, electrics, carpentry and digital infrastructure
- The ability to learn basic kitchen equipment maintenance
- Experience in FRA, Building H&S and compliance regulations
- Experience with and a great network of, facilities contractors, such as waste and sanitary collection, cleaners and utilities providers

Desirable:

- Experience working in theatre or immersive venues
- Their own transportation + valid UK drivers licence
- First Aid Training
- Fire Marshall Training
- To live within 30 minutes travel of the site (as you will be the on-call contact for fire alarms and security systems)



The Great Christmas Feast
A LOST ESTATE EXPERIENCE



DUTIES AND RESPONSIBILITIES

Upkeep and Fixes:

- Equipment - able to monitor and maintain day-to-day kitchen and bar equipment
- Appliances - able to monitor and maintain electrical/digital appliances on site
- Plumbing - able to fix most common plumbing issues

Venue Management:

- The day time Fire Marshal and First Aider for the building on site early until handover to show venue team
- Responsible for maintaining and overseeing all CCTV, security and fire systems
- Keeping the FRA up to date
- Managing building H&S and risk assessments, meeting all relevant HSE requirements
- First Call responder for out of hours Fire + Security alerts (ideally this person has their own transportation and/or lives close to site)
- Being the building contact for our sub-tenants

Managing Contractors:

- Managing rubbish removal, including regular waste management and ad hoc removals and skips and contractor relationships
- Managing the cleaning teams/on boarding/schedules/relationships etc
- Onboarding and safety management of freelance contractors: fire+security, plumbers, electricians, carpenters, builders
- Assisting to manage set get-ins and get-outs and all contractors involved



DUTIES AND RESPONSIBILITIES

Supply and Delivery:

- Managing routine deliveries: alcohol, kitchen etc and confirming delivery inventory
- Managing routine ordering and filing systems of regular suppliers
- Daytime door management: accepting post and deliveries and getting these to the relevant people

Managing the inside and outside of the property including:

- To manage the correct use of all CCTV footage and the CCTV system, monitoring the footage when required
- The cleanliness and upkeep of the outside areas including the astro turf, the parking lot and all back areas
- Plants, grass and foliage maintenance
- Weeding, raking and sweeping of leaves
- Clearance of and preparation for snowy or icy conditions
- Routine clearance of drains in the parking lot and on the roof
- Managing storage and areas susceptible to dumping

Technical theatre:

- Working with our freelance design teams on the set, lighting and sound designs for our productions, ensuring they meet H&S regulations, hospitality and production requirements and create an amazing audience experience
- Working with our freelance production managers, production electricians and other technical crew to collaboratively deliver our production fit ups, gets outs and technical rehearsals safely, smoothly and to a high level of finish



The Great Murder Mystery
A LOST ESTATE EXPERIENCE



DATES, PAY AND BENEFITS

Full Time Position commencing ASAP

Salary and benefits:

- Salary: £34,000 - £40,000 depending on experience
- Hours: 40 hrs/week
- Holidays: 28 days annual leave, including public holidays
- Probation period: 3 months
- Benefits including:
 - Free tickets to The Lost Estate shows (subject to availability)
 - Staff discount on drinks at The Lost Estate shows

HOW TO APPLY



To apply for the role, please send a **CV** and a **short cover letter** (setting out how your experience and skill set matches the role requirements) to:

hr@thelostestate.com

(please mark the subject line 'Facilities and Maintenance Vacancy')

Closing date: 12th May 2023, 5pm

The Lost Estate is committed to being an equal opportunities employer. We welcome applications from all, particularly those who are underrepresented in our sector.

Please note: The Lost Estate has a responsibility to ensure that all employees are eligible to live and work in the UK. If you are made an offer of employment, this will be subject to us verifying that you are eligible to work in the UK.

The Great Masked Ball
A LOST ESTATE EXPERIENCE

