

LANDMARK ARTS CENTRE

Facilities Coordinator

JOB DESCRIPTION & PERSON SPECIFICATION

Hours	3 days per week - working pattern to be discussed
Salary	£17,316 per annum (£28,860 FTE)
Reports to	General Manager
Location	Landmark Arts Centre, Teddington
Contract	Permanent

The General Manager retains overall responsibility for Health & Safety and organisational compliance.

About the Landmark

The Landmark Arts Centre is an independent arts centre and registered charity at the heart of Teddington. For over 30 years, the Landmark has brought people together through live performance, visual arts, creative learning, festivals and community activity, all within our distinctive Grade II* listed building.

We are a small team with big ambitions: to present high-quality work, champion creativity, welcome our community and create experiences that surprise and inspire.

About the role

We're looking for a practical and organised Facilities Coordinator to help keep the Landmark safe, compliant, well maintained and ready for everything that happens here.

This is a genuinely mixed role, combining hands-on practical work around the building with desk-based administration, statutory paperwork, maintenance planning and contractor coordination.

One part of the day might involve checking servicing records and arranging a contractor; another could involve setting up a classroom, moving equipment or carrying out a minor repair.

Building & practical responsibilities

- Regularly inspect the building and identify maintenance, safety and repair requirements.
- Carry out routine maintenance and straightforward minor repairs where appropriate.
- Set up classrooms, meeting rooms and activity spaces and move tables, chairs, staging and other equipment.
- Support event, exhibition and hire changeovers.
- Maintain a planned maintenance schedule and ensure issues are followed through.
- Coordinate contractors, arrange visits, obtain quotations where required and follow up work.
- Maintain accurate maintenance, servicing and contractor records.
- Keep tools, equipment, furniture, storage and back-of-house areas organised and safe.
- Monitor relevant building consumables and support waste and recycling arrangements.

- Assist with building security, opening and closing arrangements where required.
- Liaise with cleaning contractors and help ensure the building is clean, presentable and ready for use.

Safety & statutory compliance

- Maintain schedules and records for fire alarms and fire-safety equipment, emergency lighting, electrical inspections and PAT, gas and heating systems, security and alarm systems, relevant insurance inspections, first-aid equipment and provisions, and other relevant statutory servicing and certification.
- Schedule inspections, servicing and testing and maintain certificates, reports and compliance documentation.
- Follow up actions identified through inspections and servicing.
- Undertake routine building safety checks and support building-related risk assessments and safe systems of work.
- Escalate significant safety, maintenance or compliance concerns promptly to the General Manager.

Technical & programme support

- Work with Creative Learning to ensure teaching spaces are prepared and support Visual Arts with exhibitions, installations and Art Fairs.
- Work with Live Events and Front of House on practical venue requirements and assist with event and exhibition set-ups.
- Help identify practical improvements to the Landmark's spaces and support larger maintenance and building-improvement projects.
- Where appropriate to the postholder's skills and experience, assist with basic stage lighting, sound, PA, projection, equipment maintenance and troubleshooting. Specialist technicians will continue to be used where required.

Essential

- Practical and confident undertaking straightforward maintenance and repair tasks.
- Strong organisational skills and attention to detail, including schedules, records and documentation.
- Confidence dealing with contractors and suppliers.
- Understanding of Health & Safety and statutory compliance and good judgement about when specialist assistance is required.
- Ability to work independently and prioritise competing tasks.
- Basic IT skills and a collaborative, flexible and practical approach.
- Ability to undertake the practical requirements of the role, which may include moving furniture and equipment, lifting and carrying, using ladders and appropriate access equipment, and working at height, with appropriate training, equipment and reasonable adjustments provided.

Desirable

- Facilities, building maintenance, caretaker or similar experience, particularly in a public, community, heritage or arts building.
- Knowledge of statutory building inspections and compliance.
- Practical DIY, carpentry, decorating or maintenance skills.

- Experience coordinating contractors.
- Working knowledge of stage lighting and sound equipment, PA, microphones, projection or lighting set-ups.
- Relevant Health & Safety, facilities, electrical or technical training.
- Ability to work weekends as required.

Working as part of the Landmark team

The Landmark is a small, collaborative team and everyone – including the General Manager – contributes to the day-to-day running of the Centre. While each role has its own areas of responsibility, we're looking for people who are happy to muck in when needed.

That might mean welcoming visitors, answering a customer enquiry, booking a ticket, helping prepare a space, accepting a delivery or emptying the dishwasher. Providing a great experience for everyone who uses the Landmark is a shared responsibility.

How to apply

Please send your CV and a covering letter explaining your interest in the role and how your experience meets the requirements to recruitment@landmarkartscentre.org.

Closing date: 17 August 2026

Equality, diversity & inclusion

The Landmark Arts Centre is committed to equality, diversity and inclusion. We welcome applications from people of all backgrounds and will make reasonable adjustments throughout the recruitment process and in the workplace where required.