



Job Title	Site Assistant
Location	Left Bank Leeds
Contract Type	Casual
Salary	£8.50 per hour
Hours	Variable according to business need

WHO WE ARE

Left Bank Leeds is a multidisciplinary arts venue set in an amazing Grade II* listed former church building. Our mission is to preserve our amazing venue in order to inspire and empower our community via a sustainable programme of arts and events that promote creativity, connection and wellbeing. Our eclectic programme includes exhibitions, gigs, markets, festivals, theatre, cinema, talks, an annual LS6 Beer Festival and commercial activities such as weddings and private functions. Left Bank Leeds is a Community Interest Company run by Left Bank Leeds Charitable Trust – Charity no. 1146734

WHO YOU ARE

Our ideal candidate is a proactive problem solver with a can-do attitude. You'll thrive in a varied role that requires you to work independently as well as with the rest of the staff team and volunteers.

You'll play an important part in keeping our Grade II* listed building in good repair. With basic skills in joinery and plumbing, you'll be able to solve minor issues around the building whilst being sympathetic to its historic status.

In order to support the set-up of our busy calendar of events you'll be physically fit and able to carry tables and chairs across the space. You'll have experience of the cleaning and pack down of events and won't be afraid to get stuck in as part of a team.

You will be organised and proficient in IT in order to access emails, upload timesheets and fill in reports.

YOUR MAIN RESPONSIBILITIES WILL BE:

EVENTS AND STAFF TEAM SUPPORT

- Set up and pack down assistance for internal and external events
- PA support
- Liaising with the staff team to check their support needs
- Ensuring the bar area is kept clean and tidy
- Moving and tapping Beer Kegs
- Cleaning the space before and after events including the bar area and toilets
- Ensuring the upkeep of our events equipment, including cleaning chairs and tables
- Stock take





BUILDING MAINTENANCE

- Working alongside the events team to ensure the general upkeep and maintenance, refurbishment and renovation of the building and grounds. This includes, but is not limited to:
 - Ensuring storage spaces are organised and tidy
 - Basic repair jobs
 - Ensuring the office area is clean and tidy
 - Basic outdoor maintenance
- Assisting the Site Manager where needed

WORKING AT LEFT BANK LEEDS

- Be an active team member who upholds our brand values and behaviours
- Support the sustainable development of Left Bank Leeds by working with colleagues to ensure processes are followed to maximise efficiency and help us flourish
- Contribute to our mission to create a welcoming and sustainable space that connects the people of Leeds through an accessible programme of arts and events, inspiring growth, connection and wellbeing, and offering a stunning setting for celebrations.





PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications		Joinery, plumbing, electrical, building qualifications Relevant Health and Safety qualification
Skills & competencies	Basic repair skills IT – microsoft office package, email	
Experience Required	Building Maintenance experience Cleaning experience	Experience in maintenance of a historic building Bar and events experience Working at heights/using a scaffolding tower
Special attributes		
Personal qualities	A team player Hands on attitude to solve practical problems Ability to work under pressure and to tight deadlines Able to think on your feet and problem solve	