

General Operative/Maintenance Person

About Irish Film Institute

The Irish Film Institute is Ireland's national cultural institution for film. At the IFI's historic home in Eustace Street, Temple Bar, our diverse audiences and loyal members enjoy our 3 cinemas, IFI Irish Film Archive's research and access facilities, IFI Film Shop and IFI Café Bar; and our four digital streaming platforms, IFI@Home, IFI Player, IFI@Schools and IFI International.

The IFI has developed strategic objectives around three core activities:

- EXHIBIT** - Providing audiences throughout Ireland with access to the finest independent, Irish and international cinema
- PRESERVE** - Preserving and promoting Ireland's moving image heritage through the IFI Irish Film Archive
- EDUCATE** - Providing opportunities for audiences of all ages and backgrounds to learn and critically engage with film through IFI Education

Overview

The General Operative/Maintenance Person will assist in the day-to-day operations of the facilities function supporting buildings located on the client's site. The incumbent will be expected to support the Head of Operations and Venue and Café Bar Manager in all aspects of the daily operations of the buildings, including event support, the management of storerooms, building maintenance, utilities usage, asset register, fire safety register and Health and Safety. The role will include liaising with building occupiers, clients and a number of specialist service providers and contractors.

The working time for the role is Monday, Wednesday and Friday from 9AM to 3PM. It should be noted, however, that, on occasion, the Operative may be required to work outside of these hours, such as during evenings and weekends to facilitate the needs of the organisation.

Key Duties and Responsibilities:

- Carrying out daily building checks, including meeting rooms, toilets, courtyards, plant rooms, bin locations etc.
- Monitoring meeting room layouts and re-configuring as necessary.
- Management of storerooms/spaces.
- Set up of vacant units/offices.
- Assessing minor maintenance problems, resolving them, or recommending possible solutions.
- Carrying out building condition related surveys.
- Assisting the Head of Operations and Venue and Café Bar Manager in managing the use of utilities efficiently, including taking weekly electrical and gas meter readings.
- Acting as a point of contact for the building clients regarding facilities services (e.g., maintenance problems).
- Helping the Head of Operations and Venue and Café Bar Manager with the scheduling of maintenance works, including the coordination of contractors on site, the monitoring of contractor performance and supported documentation.

- Assisting in the management of the buildings' plant and equipment (including use of the Building Management System [BMS]) and the buildings' asset registers.
- Implementing and evaluating Health & Safety policies and procedures, to include checking emergency exits, access-controlled doors, fire alarm tests, etc.
- Carrying out other relevant property or facility maintenance duties as assigned by the Head of Operations and Venue and Café Bar Manager

Skills and Experience required

- A 'can do', hands-on proactive attitude.
- A willingness to learn new skills.
- Proven strong communication skills and an excellent front of house manner (professional and positive).
- Proven ability to work as an effective member of a team but also an ability to work on individual initiative.
- Computer skills (specifically in Microsoft Office).
- Administrative and organisational skills.
- Previous experience of working in a similar role or facilities/maintenance position.
- Full Health and Safety training.

Application Process

- This role is offered as a two-year fixed term contract
- Part-time; Monday, Wednesday and Friday 9am to 3pm
- Please email CV to EWindsor@irishfilm.ie by 5pm, Thursday, November 11th 2021

The IFI is an Equal Opportunities Employer and welcomes applications from all sections of the community

