



## Building Safety Officer

### About us

ATG Entertainment is proud to stand at the forefront of the live entertainment industry.

Our expertise and capabilities enable producers and other creatives to bring their visions to life and create unforgettable performances for audiences, presented in our landmark venues and delivered with exceptional hospitality. It is the passion of our teams, that cover every discipline across the live entertainment industry, that underpins our continuing strategic growth and success.

**We own, operate or programme some of the world's most iconic venues;** ATG Entertainment manages 64 venues across Britain, the US and Germany.

**We are the world leader in theatre ticketing;** We process more than 18 million tickets every year for hit musicals, acclaimed plays, concerts, comedy shows and a variety of other live events across the UK, US, and Germany.

**We present the world's best live entertainment in our venues;** working alongside the world's leading producers and creative artists, our venues present an extraordinarily diverse range of top-quality entertainment.

**We produce award-winning shows;** our in-house production team, ATG Productions, are dedicated to producing critically acclaimed, commercially successful and creatively ambitious work for the West End, Broadway, Continental Europe and beyond.

People are at the heart of our success. We are passionate about bringing great live experiences to the widest possible audience; about giving the world's best creative talent the stage it deserves; and about providing our people and partners with opportunities to realise their full potential.

### Our values

In everything we do, we strive to be Ambitious, Collaborative, Passionate and Smart.

- We are **ambitious** and seek to exceed people's expectations.
- We are **collaborative** and help each other to reach our goals.
- We are **passionate** about our work, our business, and our industry.
- We are **smart** in our quest for simple, efficient, and innovative solutions.

### Corporate Social Responsibility: our priorities

- Next Generations: introducing tomorrow's audiences to the pleasures of live entertainment, recruiting and nurturing the next generation of industry talent.
- Inclusion: improving and promoting diversity, inclusion and well-being in the workplace.
- Sustainability: helping reduce our impact on the environment by making our business more sustainable.

### A Stage for Everyone - Our Inclusion, Diversity, Equity and Access Mission Statement

Our stages are a platform for compelling stories – stories that are for all, by all, and of all. We shine our spotlight on our differences and believe that understanding and celebrating these differences makes us better global citizens. We are passionate about the pursuit of true diversity and equality. We strive to make our venues beacons of these ideals in our communities. Onstage and off, we hold ourselves accountable for nurturing an inclusive culture, one in which everyone can bring their authentic selves. At ATG entertainment, we provide a stage for everyone.

We recognise that we do not have all the answers; but we strive to listen, to learn and to change in order to ensure ATG Entertainment becomes a truly inclusive organisation. We therefore welcome and encourage applications from individuals from the widest possible range of backgrounds and particularly welcome applications from those currently underrepresented in our workforce.

We are a Disability Confident Committed Employer, which means that we are taking action to ensure that people with disabilities and long-term health conditions feel supported, engaged and able to fulfil their potential in the workplace. We will offer an interview or recruitment event to disabled candidates who tell us they wish to participate in the scheme and who demonstrate in their application that they best meet the essential criteria for the role. Where we receive more applications than we are reasonably able to interview for any given role, we will retain applications for the next available interview opportunity wherever possible.

If you'd like to discuss accessibility prior to applying, please email [recruitment@atgentertainment.com](mailto:recruitment@atgentertainment.com) for a confidential discussion.

## **The Building Safety Officer Role**

Reporting to the Head of Venue Operations and designated Duty Managers, this role will work closely with the Operations, Security and Venue Management Teams.

This role will assist the Venue Management Team in ensuring a safe working environment for staff and all visitors to the venue. The Building Safety Officer will play a key role in welcoming customers, protecting our audiences, colleagues and buildings, whilst delivering the highest standards of customer service.

The successful applicant will be methodical, patient, self-motivated and a strong communicator. They will be able to take ownership of the role whilst on shift; being organised and efficient. As the lead fire marshal on shift, this role will be ensuring the venue's safety and fire measures are being adhered to, alongside providing a hands-on, proactive security provision when required. An ability to maintain a warm, friendly and welcoming atmosphere within our venue is essential.

The role is a casual position, working on a rota'd basis to ensure sufficient cover for all events and performances.

### **Key responsibilities**

- To assist the Duty Manager, Security and Stage Door team in the opening of the venue to the public, and to adopt the responsibility of being the designated Fire Marshal on shift
- To ensure fire exits are operational and well maintained
- To ensure the venue AED's, LEAR box, fire extinguishers and other emergency equipment is fully operational and in the correct locations
- To maintain the safety of the building by performing internal and external building checks regularly while on shift. Checking lifts, stairs, chairs, handrails, toilets, main entrance, loading bay etc
- To complete the relevant documents whilst on shift, ensuring to feedback to the Duty Manager, highlighting anything that requires further attention
- To be competent and pro-actively keep up to date with our venue operations, fire safety policy and risk assessments in order to play a pivotal role in our incident investigation and evacuation procedures
- To assist with emergency situations, such as first aid and security incidents
- To ensure the building is locked and secure at the end of the shift once all public have vacated
- To ensure there are no safety or fire hazards apparent when leaving the building
- To undertake any other tasks as required of you by the Duty Manager
- To assist the with welcoming and guiding our access customers when required
- To maintain a visible profile during incoming, interval and outgoing
- To ensure customers and visitors are directed to the appropriate area of the building, providing a warm, engaging and friendly welcome to the venue
- To adhere to all health and safety procedures to minimise risk of injury and accidents
- To attend staff meetings as required
- To attend training courses as required for the role, and to successfully achieve accreditation where necessary
- To complete any other delegated task that may assist ATGE in delivering a robust security protocol and high level of customer experience. Such tasks will not be of an unreasonable nature and shall be commensurate with the level of post

### **Everyone's responsibility**

Everyone at ATG Entertainment is expected to play their part in achieving our goals and upholding our core values, by:

- Committing to creating and upholding a positive, inclusive culture that nurtures potential and supports well-being.
- Playing your part in reducing our environmental impact and finding more sustainable ways of working.

- Encouraging the next generation in live entertainment by contributing to our outreach and training programmes, including mentoring students and trainees, and supporting our Creative Learning and Community Partnerships work.
- Having a positive attitude to health and safety, legal and insurance requirements and take care to understand our policies and procedures. You'll help us uphold a positive culture around meeting our obligations.

We are all expected to participate actively in the life of the company, and opportunities will arise for you to collaborate with others across the business. Everyone at ATG Entertainment is expected to be flexible and adapt as the needs of the business change, taking on new or different responsibilities as the need arises.

## **Your skills, qualities, and experience.**

We welcome transferable skills from other industries. If you can demonstrate many of the essential skills, qualities and experience we encourage you to apply. We are able to provide training where necessary.

### **Essential**

- Have good working knowledge of Health & Safety practices and policies
- Be observant, focussed and driven to support the team in delivering exceptional service and safety levels
- Communicate effectively
- Be confident, proactive, decisive and have a professional attitude to the role
- Have strong teamworking skills and proven ability to cooperate with other members of the team, whilst having the confidence to work independently, taking full ownership of the role whilst on duty
- Be organised and efficient so as to keep all documentation up to date and ready for audit
- Be flexible and reliable with working hours; varied hours will include mornings, afternoons, evenings, weekends and bank holidays
- Have the ability to remain flexible and calm when working under pressure

### **Desirable**

- Hold an SIA licence
- Have a good understanding of security protocols, current government guidance and an awareness of upcoming changes in legislation
- Have relevant experience in conflict resolution
- Have Fire Marshal experience
- Have good understanding of the importance of Fire Safety practices and policies
- Have experience working within a busy, live entertainment environment
- Hold a First Aid at Work Qualification