



THE STAG SEVENOAKS	
Job description	
Position:	Stage Door Keeper
Reports to:	Technical Manager
	Hourly paid position

1. Purpose of the Job

The Stage Door Keeper is both the welcoming face of the venue, providing a warm and helpful first contact for staff, visitors, and members of the visiting Company, as well as being responsible for monitoring the fire panel and security in the venue. This role may require you to work unsociable hours.

2. Person specification

Required

- i) Excellent communication skills (face-to-face and over the telephone).
- ii) Enthusiastic, pro-active and flexible approach to work.
- iii) Knowledge of the local area.
- iv) Knowledge of security and emergency evacuation procedures.

Desired

- i) Experience of working with ETC lighting control.
- ii) Experience of working with Allen & Heath sound equipment.
- iii) Working at height/IPAF/Pyrotechnic/First aid certification.

3. Specific Duties

- i) Responsible for opening up the dressing rooms, ensuring that all obstructions are removed from the fire exit doors at the start of the day and ensuring that all windows and doors, from the fire exit doors to dressing rooms, are locked at the end of the shift.
- ii) To have a working knowledge of the workings of the fire panel and emergency evacuation procedures and to be able to act in accordance with these procedures at all times, in line with company procedures.

- iii) To maintain a warm and welcoming presence at Stage Door and maintain the security of the building by ensuring that all visitors to the venue are signed in and are either met by a member of staff or are directed to their place of work or dressing room and report any problems or concerns to the Technical management.
- iv) Controlling and maintaining the security of dressing room keys.
- v) Ensuring all post, parcels and deliveries are directed to the correct department and visiting company.
- vi) To implement and comply with the company's Health & Safety policy, maintaining the safest possible environment for your colleagues, the visiting companies and patrons.
- vii) To attend training courses as required and adhere to the training given in order to further self-development.
- viii) To undertake any other reasonable duties as requested by the Technical Manager or General Manager.