



**Southport Dramatic Club**  
Little Theatre, Hoghton Street  
Southport, PR9 0PA  
01704 530521  
info@littletheatresouthport.co.uk

## **Job Role: Maintenance Operative (Part-Time).**

**Location:** The Little Theatre, Southport  
**Hours:** Part-time, 16-20 hours per week weekdays  
**Salary:** £13.50 - £14.50 per hour dependant on skills and experience  
**Reporting to:** Theatre Manager

### **Background:**

The Southport Dramatic Club is a Registered Charity that owns and operates the Little Theatre Southport complex on Hoghton Street in Southport, Merseyside. The Club has over 400 volunteer Members, including a Board of Trustees, an Executive Committee and a number of Sub-Committees.

### **Job Description:**

This hands-on role is crucial to ensuring our Theatre and its surrounding premises are safe, clean, and well-maintained for our staff, performers, and valued audiences.

As our Maintenance Operative, you'll be responsible for the day-to-day upkeep of our Theatre and its grounds, playing a vital part in the smooth running of our operations. If you're a self-starter with an eye for detail and enjoy a varied workload, we want to hear from you!

### **Key Responsibilities:**

- **Building Maintenance & Repair:** Perform basic plumbing, electrical, hardware and decor maintenance. This includes routine checks, minor repairs, and facilitating external inspections for critical systems such as boilers and lifting bars. You'll also be responsible for ensuring emergency lighting, fire and security alarms, and other safety systems are functional and compliant.
- **Cleaning & Grounds Upkeep:** Manage external bins, and coordinate larger waste disposal. You'll be responsible for litter picking, weeding, and general tidiness across all our estates and external areas, including clearing drains to prevent flooding.
- **Operational & Event Support:** Assist with the set-up and preparation for various theatre events, including meetings. This involves rearranging room layouts, placing posters, banners, and photographs, as well as seasonal tasks such as installing the Christmas tree and specific theatre elements. You'll also manage the storage of various supplies.

**LITTLE THEATRE**  
Home of the  
Southport Dramatic Club  
PRESIDENT: Ian Judge

- **Monitoring & Compliance:** Conduct and record monthly meter readings for utilities. You'll also perform regular checks of essential internal building components, ensuring they are functional and safe.
- **General Assistance:** Provide overall practical support to the Theatre Manager and the wider theatre team as needed.

**About You:**

- Proven experience in a similar **maintenance, facilities, or premises role**.
- Demonstrable skills in **general plumbing, basic electrical work, and hardware maintenance**.
- A practical, hands-on approach with a keen eye for detail.
- Ability to work independently and manage a varied workload effectively.
- Reliable, punctual, and committed to maintaining high standards.
- Awareness of **Health and Safety regulations**.
- Willingness to undertake a diverse range of tasks.
- A friendly and professional demeanour.

If you're looking for a rewarding part-time role where you can make a tangible difference to a vibrant community theatre, we encourage you to apply!

**Other Requirements:**

The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check.

On appointment, there will be a Probation Period of six months.

If selected for interview, these are scheduled to take place between Thu 4th and Fri 5th September

**Benefits:**

- 21 days holiday, pro rata, plus public and Bank holidays
- Pension scheme

The Southport Dramatic Club/Little Theatre Southport is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment for all.

**Please send your up-to-date CV and a covering letter explaining your suitability for this role to:**

Ms Trudi Hirsch,  
Southport Dramatic Club,  
Hoghton Street,  
Southport.  
PR8 0PA

Email address: [info@littletheatresouthport.co.uk](mailto:info@littletheatresouthport.co.uk)

Please quote reference: **Jackson Maintain**

**Closing date for applications:** Tuesday 5<sup>th</sup> May 2026

We expect interviews to be conducted between Thu 14<sup>th</sup> and Fri 15<sup>th</sup> May 2026.