

**Citizens  
Theatre**



# **Recruitment Pack**

**Facilities Project Manager**

**Oct 2024**

## Facilities Project Manager

### **Fixed term freelance contract (6 months, part time)**

As the Citizens Theatre approaches the completion of a multi-year redevelopment, we are looking to appoint a highly organised and experienced Facilities Project Manager in a freelance capacity to ensure the successful completion, commissioning and handover of the building. You will work closely with the Citizens Theatre, design team, construction company, and other key stakeholders. Additionally, you will support the hiring of key facilities staff and help establish building systems, protocols, and maintenance contracts.

We expect the role to involve an average of two to three days per week, with a mixture of remote work and on-site attendance as required.

This role offers a unique opportunity to be part of a significant cultural project, ensuring that a historic theatre is reopened successfully and operates smoothly from day one. If you have a passion for facilities management and project delivery within the arts, we would love to hear from you.

The ideal candidate should have relevant qualifications or equivalent proven experience in facilities management, construction management, engineering, or a related field.

### **Anticipated key dates:**

Practical completion – 20 Dec 2024

Client fit-out and small construction works/post PC snagging – from 13 Jan 2025

Citizens Theatre staff move back in – from 1 May 2025

Public activities from summer 2025

If you have any questions or wish to discuss the role in advance of applying, please contact Graham Sutherland, Technical Director: [graham@citz.co.uk](mailto:graham@citz.co.uk)



## How to apply

Please send a CV and covering letter outlining:

- Your relevant experience and why you are the ideal candidate for this role.
- Why you would like to work on the project
- When you would be able to start and your availability in the coming months
- Two references

Please email your completed application to:

Graham Sutherland, Technical Director – [graham@citz.co.uk](mailto:graham@citz.co.uk)

**Deadline for applications: 5 pm, Wednesday 23 October**

**Interviews: Wednesday 30 October**

We are really keen to hear from candidates with a wide-range of experience. If you are excited about this role but do not meet all criteria, we would still love to hear from you.

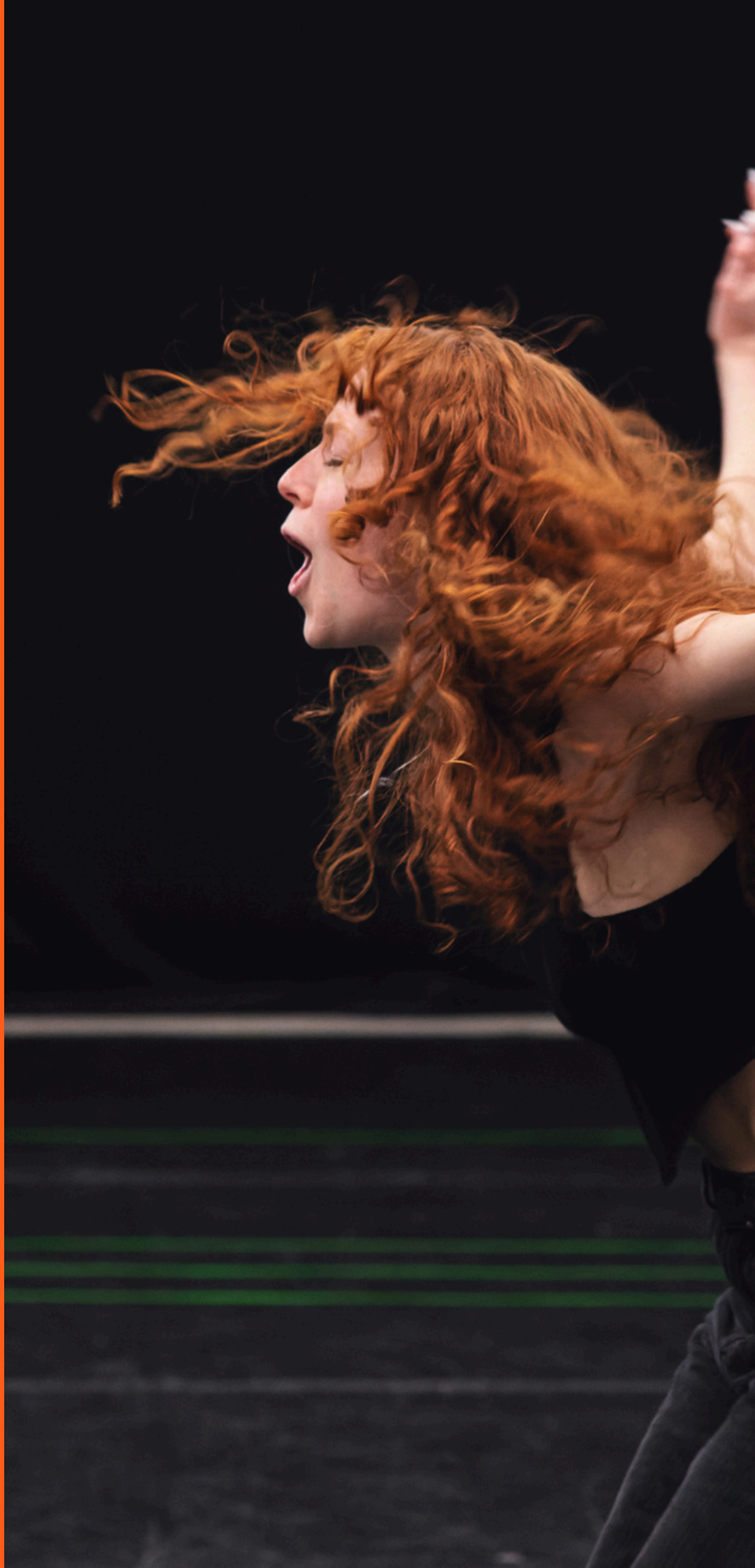
The information included in this recruitment pack includes:

- Job Description and Person Specification
- Background information on the Citizens Theatre



# Facilities Project Manager

## Job description



## Overview of terms

**Title:** Facilities Project Manager

**Reports to:** Technical Director/Client Representative

**Salary:** £20,000 fee

**Contract:** Fixed term - 6 months (with possible extension)

**Hours:** Part-time, 2-3 days per week on average

**Location:** Citizens Theatre, 119 Gorbals Street, Glasgow, G5 9DS

**Preferred Start Date:** Immediate start (negotiable)

### Overview of post:

We are seeking a highly organised and experienced Facilities Project Manager to work with our team in a freelance capacity for a 6-month contract with possible extension. The successful candidate will play a pivotal role in the final stages of preparing for the reopening of our newly refurbished theatre building as it approaches the final phase of a transformative redevelopment. You will work closely with the Citizens Theatre, design team, construction company, and other key stakeholders to ensure the successful completion, commissioning, and handover of the building. Additionally, you will support the hiring of key facilities staff and help establish building systems, protocols, and maintenance contracts. We expect the role to involve an average of two to three days per week, with a mixture of remote work and on-site attendance as required.

## Key responsibilities

### Project management and collaboration

- Work alongside the design team, client, and construction company during the final three months of the project to ensure all building systems and protocols are correctly set up.
- Coordinate with the construction team and commissioning managers regarding commissioning, witness testing, and client demonstrations, ensuring the building meets all specified requirements.
- Collaborate with the client and design team to address any snagging issues, ensuring timely resolution and smooth project closure.

### Staff recruitment and onboarding

- Contribute to the design of the long-term staffing structure
- Assist in the recruitment of the permanent buildings and/or facilities staff.
- Develop onboarding processes, training programmes, and provide support for the permanent buildings and/or facilities staff to ensure a smooth transition and effective management of the building.

### Building systems and protocols

- Establish building systems and protocols, including safety, security, and operational procedures, in collaboration with relevant stakeholders.
- Set up maintenance schedules and procedures for all building systems, ensuring long-term efficiency and compliance with regulations.

### Contract management

- Assist in the letting of servicing, maintenance, and facilities contracts by identifying appropriate contractors, drafting scopes of work, and managing the tender process.
- Oversee contract implementation to ensure that all services meet contractual obligations and quality standards.

# Citizens Theatre

## **Client fit-out and sub-contractor management**

- Support the Technical Director in the client fit-out phase, assisting with the procurement, management, and coordination of sub-contractors responsible for client-specific works.
- Assist with developing timelines and budgets for fit-out activities, helping to ensure they are feasible and that all client requirements can be met on time and within budget.

## **Handover and operational deadlines**

- Work closely with the client and construction team to ensure the successful handover of the building, including the finalisation of all documentation and operational manuals.
- Prepare the building for operational readiness, ensuring that all systems are fully functional, and the building is ready for occupation.

## **Post-handover support**

- Provide ongoing support after the building is handed over, to ensure that any issues are promptly addressed, and all building operations run smoothly.
- Monitor the performance of building systems making recommendations for improvements as necessary.
- Support Seasonal Commissioning of the building systems alongside the contractor and consultants.
- Liaise with the client and construction teams on final snagging and defects seeing them through to a satisfactory conclusion.

## **General duties**

- Provide regular updates to the Technical Director on project progress, challenges, and milestones, ensuring clear communication across all areas.
- Ensure compliance with all relevant health, safety, and environmental regulations throughout the project lifecycle.
- Maintain detailed project documentation, including reports, contracts, and correspondence, for future reference and auditing purposes.

## Person specification

### Qualifications and experience

- Relevant qualifications or equivalent experience in facilities management, construction management, engineering, or a related field.
- Proven experience in project management, particularly in facilities management or building handovers.
- Experience in theatre, cultural or public buildings management is highly desirable.
- Strong understanding of building systems, commissioning processes, and facilities maintenance.
- Excellent communication and leadership skills, with the ability to manage multiple stakeholders and work collaboratively.
- Strong problem-solving abilities and a proactive approach to managing challenges.

### Key skills

Project management

Stakeholder management

Facilities management

Staff recruitment and training

Contract management

Building systems and protocols

Health and safety compliance

Budget management

Risk management



**Citizens  
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# Background information



## Introduction

The Citizens Theatre is an iconic venue and theatre company based in the Gorbals area of Glasgow. We create ground-breaking theatre productions and empowering participatory projects.

In 2025, we will welcome audiences new and old to our Gorbals home after a major redevelopment of our building.

We make bold productions of new plays and reinvent classics that speak to contemporary Scotland. We are passionate about engaging people and communities across Glasgow and beyond.

The Citz has a rich history. Our building first opened as a theatre in 1878. The Citizens Theatre company, founded in 1943 by James Bridie, was permanently established in 1945. We are one of Scotland's flagship producing theatres rooted in our local Gorbals community, with an international outlook. We make our own sets, costumes, and props in-house and bring together a community of artists and freelancers, who, with our staff, deliver inspiring experiences.

Our Artistic Director, Dominic Hill, is regarded as one of the best classical drama directors in the UK. He has received many awards for his fearless productions delivered with inventiveness and a vivid style.

Our participation and community engagement programme is at the heart of the company's work. For over two decades, a pioneering range of projects has connected people with the theatre and each other. It provides the opportunity to develop life skills, increase wellbeing and make positive change. Reflecting our roots, the programme connects with groups and individuals within the Gorbals and wider Glasgow Southside community.

## Vision, mission and values

### **Vision**

To open up creativity and theatre for all.

### **Mission**

To inspire meaningful connection through the power of performance, participation and storytelling.

We achieve this by:

- Inspiring and challenging our audiences with a programme of bold productions based on new interpretations of classic plays and new writing.
- Delivering a comprehensive programme of participation and community engagement that involves people of all ages and from all walks of life - especially those within marginalised communities.
- Nurturing the talent and creativity of theatre-makers whether they are professional artists or community participants and supporting our staff to achieve their full potential.
- Being rooted in our local Gorbals community whilst maintaining a reach and outlook that is national and international.
- Championing untold stories that need to be represented on stage and responding to the issues and conversations dominating global debate.
- Ensuring our audiences reflect the diversity of communities in contemporary Glasgow.
- Offering an engine room of opportunities for freelance artists to contribute and develop their skills in theatre-making.
- Operating our building as an inclusive creative space where employees, artists, audiences, and participants feel equally welcome.
- Being a responsible and progressive organisation that is committed to operating in the most environmentally sustainable way possible.
- Listening to our stakeholders and being transparent in our practices and communications.
- Being a financially resilient organisation that is diligent and flexible in its operations.



# Citizens Theatre

## Values

Our values are embedded across the organisation and in all aspects of our work.

### Heart

We love theatre and believe in it with a passion; we care; we treat people fairly; we offer opportunities; we invite and involve; we listen and look after people; we form ensembles and work as a team; we make friends for life; we share the joy; we're family.

### Grit

We're bold, we have energy and style, we're inventive and progressive; we tackle tough questions; we insist on equality; we face the realities of life; we make things happen.

### Roots

We're proud to work where we work; we keep our feet on the ground and dream big; we make new work and remake classics; we care for our planet; we have a deep history producing at scale, winning acclaim, helping make life better.



## The redevelopment

The Citizens Theatre's transformative redevelopment will result in the restoration and expansion of one of Scotland's oldest and most iconic working theatres - the first integrated redevelopment of the building since it opened in 1878.

The capital project to redevelop the theatre was an urgent response to a failing building and the company's ambitious plans to guarantee its future. The project will:

- Enable the Citizens Theatre to continue to make and deliver unforgettable theatre for the benefit of local, national and international audiences.
- Provide space for theatre makers, established and emerging, to develop innovative and experimental work.
- Create designated accessible, welcoming areas for participatory programmes.
- Celebrate and safeguard the heritage of the building and the organisation.
- Provide universal access throughout the building to ensure that everyone can participate in all aspects of the Citizens Theatre's work.
- Increase financial sustainability through greater capacity, diversifying sources of income generation and reducing annual expenditure.
- Offer better and updated facilities both front of house and backstage to enhance the experience of all those who come to the Citizens Theatre to work, take part, relax or be entertained.
- Allow the organisation to expand its activities, particularly with regards to the work of Creative Learning, in-house Studio productions, emerging artists and visiting companies.
- Reduce our carbon footprint by creating a more energy-efficient and environmentally sustainable building.

The Redevelopment project has received public funding support from Glasgow City Council, Scottish Government, National Lottery Heritage Fund, Creative Scotland, Historic Environment Scotland, UK Government and a range of charitable trusts and foundations.



## Who we are

The Company employs approximately 30 people on a permanent basis, with more colleagues being appointed on a seasonal basis during production. The Joint CEOs, Dominic Hill (Artistic Director) and Kate Denby (Executive Director) lead the Senior Management Team which consists of:

- Catrin Evans, Head of Creative Learning
- Alison MacKinnon, Head of Marketing and Communications
- Mags Smillie, Head of Finance
- Graham Sutherland, Technical Director
- Mairi Rosko, Director of Development

The Board brings together individuals drawn from a range of industries and backgrounds, who are hard-working and committed to an exciting future for the Citizens Theatre.

- Councillor Susan Aitken - leader of Glasgow City Council
- Vicky Featherstone – theatre director and former Artistic Director of the Royal Court
- Dominic Hill - Artistic Director of the company
- Jackie Kay - poet, playwright and novelist
- John McElwee - HR consultant
- Neil McKay - Managing Director of Urban Union Ltd
- Jenny McLeod - Business Development Executive at the University of Strathclyde
- Paul McNamee (Chair) - UK editor of The Big Issue
- Judith Patrickson - Financial Consultant
- Alex Reedijk OBE (Acting Chair) - General Director of Scottish Opera
- Louise Welsh - author and Professor of Creative Writing at the University of Glasgow

Find out more about the team on our website: <https://citz.co.uk/about/our-team/>