

Turner Contemporary - Building Maintenance Coordinator

Job title: Building Maintenance Coordinator

Contract Type: Permanent

Department: Business & Operations

Reports to: Gallery Manager

Hours of work: 5 days per week, Monday-Friday

Salary: £28,470.00 per year.

Place of Work: Turner Contemporary, Rendezvous, Margate, CT9 1HG.

Deadline: 10am on Friday 26th September

Overall Job Responsibilities:

The Building Maintenance Coordinator is a role that will support the Gallery Manager in ensuring that the building, its facilities, external areas, and the gallery environment are maintained to the highest possible standards to provide a first-class visitor experience. This role will take a proactive approach to building maintenance and serve as the primary day-to-day coordinator for maintenance operations.

Key tasks and responsibilities:

- Oversee and implement regular maintenance routines throughout the gallery to ensure that the building is operating to the highest possible standards at all times.
- Develop and manage maintenance schedules, responding to fluctuations in the Gallery's programme activity. Conduct regular assessments, carrying out necessary procedures, including coordinating window, skylight, roof, and façade cleaning operations.
- Develop and Manage positive relationships with Kent Council Council, who own of the building
- Manage and develop our relationship with contractors, acting as a key contact to coordinating access and providing supervision for regular service, maintenance, and repairs.
- Supervise and provide guidance to maintenance staff and contractors as required.
- Execute building repairs and maintenance, determining when to handle tasks internally versus when to engage external contractors.

Turner Contemporary
Rendezvous
Margate
Kent CT9 1HG

T +44 (0)1843 233000
F +44 (0)1843 233029

turnercontemporary.org

- Review and prioritise Maintenance Reports, conduct thorough investigations, carry out or delegate repairs, and provide detailed status reports to the Gallery Manager on building conditions and maintenance requirements.
- Conduct and document regular statutory and emergency equipment/system checks including fire and intruder alarms, emergency lighting, fire extinguishers, and water hygiene systems.
- Operate and maintain relevant height access equipment and cleaning equipment for internal and external use including, but not limited to, scissor lifts, floor polishers, jet washers, and window cleaning systems.
- Ensure regular inspections of plant and equipment to deliver safe operational standards, documenting results and addressing concerns proactively.
- Oversee the maintenance of hardstanding/landscaped areas and the exterior of the building, ensuring consistent upkeep and timely seasonal adjustments.
- Manage inventory of equipment, supplies, and cleaning consumables, forecasting needs and coordinating with the Gallery Manager to order supplies within budget parameters.
- Support the development of comprehensive method statements and risk assessments for all areas of work throughout the gallery, ensuring compliance with health and safety regulations.
- Undertake any other duties as reasonably directed by the Gallery Manager.

General Responsibilities:

- Embody Turner Contemporary's values of inclusivity, creativity, and accessibility
- Participate in staff meetings and contribute to wider organisational discussions
- Support special events, including exhibition openings, book launches, and promotional activities
- Maintain awareness of health and safety regulations and ensure compliance
- Undertake additional responsibilities as required to support the successful operation of Turner Contemporary Enterprises

Selection Criteria:

Criteria:	Essential:	Desirable:
Qualifications: <ul style="list-style-type: none"> First Aid Drivers License 		x x
Work Experience: <ul style="list-style-type: none"> Experience managing external relationships with repair contractors and specialist providers. 	x	
<ul style="list-style-type: none"> Experience in maintenance of large buildings and their estate 	x	
<ul style="list-style-type: none"> Proven ability to schedule routine and respond to reactive building maintenance. 	x	
<ul style="list-style-type: none"> Skilled in supervising contractors on-site, providing clear guidance and ensuring timely, high quality service delivery. 	x	
<ul style="list-style-type: none"> Conducting maintenance reviews, logging, reporting, and communicating actions 	x	

<ul style="list-style-type: none"> • Strong understanding of Health and Safety regulations relating to public spaces 	x	
<ul style="list-style-type: none"> • Familiarity with COSHH regulations and implementation in a facilities context. 	x	
<ul style="list-style-type: none"> • Ensuring essential building systems, such as fire and intruder alarms are maintained to required safety and operational standards. 	x	
<ul style="list-style-type: none"> • Experience of handling and working in controlled areas 		x
<ul style="list-style-type: none"> • Experience working in a Gallery or arts setting 		x
Skills: <ul style="list-style-type: none"> • Excellent organisation and time management skills 	x	
<ul style="list-style-type: none"> • Confident ability to plan long term work schedules 	x	

<ul style="list-style-type: none"> • Good relationship management skills 	x	
<ul style="list-style-type: none"> • Excellent and proactive problem solving skills 	x	
<ul style="list-style-type: none"> • Excellent communication and customer service skills 	x	
<ul style="list-style-type: none"> • Basic Plumbing, electrical and carpentry skills 		x
<ul style="list-style-type: none"> • Ability to move and lift heavy objects 		x
<ul style="list-style-type: none"> • Ability to work unsupervised 		x
Personal Qualities:		
<ul style="list-style-type: none"> • Professional and positive attitude 	x	
<ul style="list-style-type: none"> • Reliable and punctual 	x	
<ul style="list-style-type: none"> • Proactive and willing to learn 	x	
<ul style="list-style-type: none"> • Highly adaptive to changing tasks or work environments. 	x	