

CARETAKER JOB DESCRIPTION

DECEMBER 2025

Job Title	CARETAKER
Organisation	Rising Sun Arts Centre, Reading, RG1 2ST
Pay	Part-time 10hrs per week. £26,000 per annum pro rata.
Contract	PAYE or freelance
Term	3months initial contract
Responsible to	Venue Co-ordinator
Responsible for	Voluntary maintenance team

PURPOSE OF THE POST

To provide maintenance and facilities support to ensure the safe running of the Rising Sun as a public arts venue open for events and arts activities.

To provide practical building maintenance – sympathetic and sensitive to the building’s status as a Grade II historic former temperance house in the heart of Reading.

To work with the Venue Co-ordinator and with a team of volunteers to ensure the centre is safe, clean and tidy, with established processes and procedures for the smooth running of public and private events.

MAIN DUTIES AND RESPONSIBILITIES

To provide maintenance and practical building support to the Venue Co-ordinator and the Maintenance Team. The duties will fall into the following areas:

1. Building Maintenance

- Addressing issues within the structural, electrical, or plumbing domains of the facility
- Carrying out basic repairs where competent and qualified, and booking and contracting experts for specialised repairs
- Overseeing and organising preventative maintenance to avoid costly repairs
- Responding to emergencies such as leaks and power outages
- Overseeing the drains and ensuring they are unblocked and working (or booking appropriate drainage professionals)
- Overseeing chimneys ensuring they are swept annually
- Day-to-day tasks such as changing lightbulbs, managing equipment and basic DIY repairs
- Carrying out and co-ordinating repairs/maintenance for residential flat on site
- Managing cleaning products and managing a paid cleaner (TBC)
- Managing cleaner to perform janitorial duties to keep spaces hygienic and presentable
- Recycling and bins

2. Equipment and furniture

- Overseeing maintenance and upkeep of bar infrastructure such as a fridges, air con units, bar optics

- Overseeing venue furniture and making sure extraneous furniture or broken furniture is disposed of

3. Storage, portage, signage

- Maintaining storage areas ensuring they are tidy, well-run, managed, accessible to all staff and volunteers
- Maintaining and moving tables, chairs, equipment for events
- Maintaining clear and presentable signage for public facing events and for volunteers back of house
- Managing the overhaul of the carpark area storage facilities (sheds in carpark)
- Managing the overhaul of the centre's interior storage facilities (cupboards)

4. Building Security and Safety

- Ensuring the carpark is secure with lockable gate
- Managing keys to the building and who has access
- First aid boxes – maintaining up to date first aid boxes and equipment
- Servicing extinguishers fire alarm

PERSON SPECIFICATION

Technical skills / Professional Qualifications / Education & training

- Excellent practical, problem-solving skills
- Basic DIY, carpentry, maintenance, repair skills
- Able to respond to emails and phone-calls in a timely and efficient way
- Able to establish systems and routines for maintenance and upkeep of equipment

Experience Required

- Experience of carrying out caretaker and maintenance duties in a similar environment e.g. school, building, listed building, community centre, office, restaurant, pub
- Experience of maintaining old buildings – desirable, but not essential
- Experience of booking and contracting third party specialists

How to apply

To apply for this job, please send a covering letter and CV to Trustee@risingsunartscentre.org by 15 December.

Interviews will be held on 17 and 18 December.



About us

The Rising Sun Arts Centre is an award winning, independent arts centre, which for 27 years has been staffed and run by a network of approx. 50 volunteers. The Rising Sun started as a squat, created by a group of intrepid artists who saw a need for ground-level arts development, for and by, the people of Reading. The centre gained charity status in the mid-90s, and has been at the heart of Reading's cultural life ever since.

The Rising Sun creates a space where creativity flourishes and people come together to make things happen. Our programme includes a varied line up of high quality events and activities, avant garde music from some of the world's top improvisers, ground breaking, participatory projects and the best band nights in town to name a few, all managed by volunteers without the benefit of core funding or full time staff.

The Rising Sun is a registered charity governed by a board of Trustees. All the core work of the centre is done by volunteers and the centre survives on the basis of earned income with occasional funding for specific projects.