



RECRUITMENT OPPORTUNITY

THEATRE TECHNICAL MANAGER

Central Beds Contract – The Grove Theatre and Leighton Buzzard Library Theatre

Responsible to: Theatre General Manager/Theatre Contract Manager/Regional Theatre Technical Manager

Key working relationships: Contract Manager, Regional/Site Maintenance Team, Regional Health and Safety Team & Backstage Team

Purpose: to lead the technical team in the setup and operation of theatre performances, concerts and events. There will also be a requirement to complete or lead in occasional building maintenance tasks. The position will involve working closely with external companies, directors, performers, contractors and colleagues from the wider venue operation. The successful candidate will be a well-organised, self-motivated team player who is willing to support an extremely busy and fast-paced department. They will have excellent interpersonal skills and an ability to manage several projects at any one time, with the ability to prioritise tasks. This is an excellent opportunity for a dynamic individual with a proven track record in Theatre Technical Management.

Technical

Ensuring the smooth and efficient running of all technical functions in the Venue.

- Gathering and collating show rider information, ensuring these are up to date on the venue management system.
- Ensuring Rotas are completed and colleagues are scheduled to minimise the financial impact of the business, but also to reflect the needs of the production, and meet all venue H&S requirements.
- Implementing and maintaining the maintenance of the backstage areas, including Venue equipment and fixtures and fittings.
- Provide general administrative support to the Theatre Contract Manager/Theatre General Manager/Regional Technical Manager including creating and reviewing Risk Assessments and Safe Systems of Work.
- Assisting the Regional Technical Manager/Regional Health and Safety Team in producing documentation, and maintaining compliance in the Backstage Department.
- The role will liaise with external clients, organising hire deliveries and liaise with other in-house colleagues when required for Technical, Maintenance or Event requirements.
- Responding to specific technical queries via email and phone, or in person.
- Assisting the Regional Technical Manager; and taking a key role in the production elements of the yearly Pantomime, generating H&S Documentation, ensuring compliance and producing CAD drawings of scenic elements if required.

Maintenance

- Complete maintenance tasks and ensure the standards in the venue meet company expectations laid out in the Everyone Quality Management System (EQMS)
- Assisting the Regional/Site Maintenance Team at occasional times, in Planned Preventative or Reactive Maintenance, when asked to by the Venue/Maintenance Management.
- Develop and maintain the comprehensive Backstage and Technical LOLER and PUWER registers, and also the PFPE/PPE Registers, and keep the asset list and database up to date.
- Monitoring PPM Schedules, Assets and Work Requests on EQMS-FM

General

- To maximise income and minimise expenditure at all times.
- To deliver a customer experience that generates positive feedback.
- Undertake training as required.
- Attend meetings as required.
- To act always in the best interests of Theatre and Everyone Active SLM at all times.
- To take positive action to promote diversity and inclusion in all aspects of work of The Theatre.
- To abide by the venues and Everyone Active SLM policies such as Health and Safety, Diversity and Inclusion, Child Protection, Data Protection, IT policies, Environmental Sustainability, Licensing etc.
- To maintain confidentiality in all areas relating to the Theatre and Everyone Active SLM.
- To carry out such other duties as may be reasonably expected of the post.

Person Specification

Essential

- 5 years plus experience in a Backstage/Technical role.
- Excellent verbal and written communication skills.
- Experience of working in a busy Technical Department, with previous Technical or Deputy Technical Management experience.
- Knowledge and Experience of managing Health and Safety in the Theatre Industry
- Knowledge and experience of current rigging and work at height practices, flying systems and staging
- Excellent time management skills, with the ability to work under pressure and to deadlines
- Confident in using Microsoft Word, Excel, Outlook with the ability to confidently learn new software.
- Values and respects others at all times.
- Confident, friendly and approachable.
- Honest and reliable.
- Willingness to learn new skills through both formal and on the job training.
- Flexibility and willingness to work additional hours (including evenings and weekends).
- Underlying knowledge of LX and Sound systems, preferably Avolites, GrandMA, ETC, Yamaha and D&B Audiotechnik.
- Underlying knowledge of Stage and Production Management.

- Experience of working with a variety of touring companies and corporate clients

Desirable

- Experience in completing maintenance tasks
- Experience of Vectorworks or AutoCAD

Essential Qualifications & Competencies

- 1st Aid Qualification
- IOSH Managing Safely for Theatre and Production
- ASP Pyrotechnic Safety Awareness

Desirable Qualifications & Competencies

- Qualification or proven experience in Stage Management or Production Management
- Qualification or proven experience in Lighting and/or Sound Engineering
- C&G Qualification in BS7671
- C&G Assured Certificate in BS7909: Temporary Power Systems
- Experience of In Service Inspection and Testing of Electrical Equipment (PAT Testing)
- NEBOSH General Certificate in Occupational Health and Safety
- IPAF 3A & 3B
- PASMA – Mobile Towers

This job description will be subject to review on a regular basis to reflect the changing requirements of Theatre and the developing skills of the post holder. We acknowledge that this is a wide-ranging job description and recognise that the post holder will require support, such as training in some areas, which will be provided.