



## **JOB DESCRIPTION AND PERSON SPECIFICATION**

Job Title: Technical Manager - Stage  
Department: Technical Services  
Reporting to: Head of Technical Services

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### **INTRODUCTION**

With a mission to enrich the cultural life of our region, Birmingham Hippodrome is one of the most popular theatre complexes in the UK. Varied productions in our 1,850-seat auditorium (dating from 1899), and in our 200-seat Patrick Studio, combined with our learning and participation projects, ensure we play a key role in the region's world-class cultural scene.

With c.400 live performances annually in our main house, we present nothing but the best in touring musical theatre, ballet, dance, opera, pantomime, as well as drama and comedy. Average annual paid attendance of over 500,000 makes us the busiest single theatre in the UK where everyone is welcome. Our Patrick Studio welcomes a range of smaller-scale productions and is an important base for dance and for the development of new artistic work. We have a reputation for providing visitors with a world-class experience and we employ our creative flair to contribute to every step - attending a show, participating in a workshop or enjoying a corporate event.

Collaboration is key as we improve our spaces and expand our programme to become a creative destination at the heart of the city. With our resident partners Birmingham Royal Ballet and DanceXchange we are a natural centre for dance, with a new Dance Hub building planned on our site. Welsh National Opera bring us most of their large-scale productions, and we are part of many other successful networks including Dance Consortium and Music & Lyrics. Under the heading of 'Hippodrome Projects' we invest our own earned and fundraised income in creative learning, community festivals and new artistic engagements.

To ensure a sustainable, independent future Birmingham Hippodrome works to a 'triple bottom line': economic, social and artistic. As an unsubsidised not-for-profit we have a small fundraising team, led by a voluntary Development Board, attracting many individual and corporate supporters, and grant-making trusts, with thriving membership schemes. We operate our own in-house catering with a popular restaurant, and our profitable events business hosts conferences and meetings through our trading subsidiary Birmingham Hippodrome Ltd. The volunteer Board of Trustees of Birmingham Hippodrome Theatre Trust Ltd (Charity No. 510842) has excellent contacts in business, media, education and regional government.

Our strategic plan includes a bold vision of creating new opportunities for 500,000 off-stage engagements every year in addition to our half-million ticket-buyers. We also want to maximise the positive impact in our immediate surroundings, working with cultural and creative partners and with our neighbours across Birmingham's Southside district. With strong finances, a modern building, state-of-the-art facilities, a packed programme of traditional favourites and exciting new work, plus a loyal and growing audience, we have big ambitions. We work hard front of house and behind the scenes to deliver an amazing and memorable experience for everyone. We can only achieve this by having the right people on board.

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## **JOB SUMMARY**

Under the direction of the Head of Technical Services and in conjunction with other Technical Managers in Production, Electrics and Studios & Events - manage the day to day operations of the Stage department, ensuring the highest standards are achieved and maintained efficiently and safely. Working across site and with a particular focus on stage, rigging and flying systems as well as any associated infrastructure, ensure that systems and equipment are operated and maintained in line with current standards, legislation and industry best practice, whilst carrying out our production activities with flair and settling for nothing but the best. The postholder will perform various duty roles and deputise for the Technical Production Manager as and when required.

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## **MAIN DUTIES**

- Responsible for the running of the stage, rigging and flying elements of the technical department ensuring consistent delivery of technical services of the highest quality.
- Lead fit ups, get outs and show running as scheduled, performing Duty Stage and Duty Operations Manager (Duty Op's) duties as required.
- Liaise with visiting companies prior to their arrival, confirm their technical needs and ensure their compliance with H&S and Environmental requirements throughout their visit.
- Undertake production carpenter duties when required for BHTT produced and co-produced work.
- Work with the Technical Production Manager to identify the need for additional stage or rigging equipment and book hired equipment for in house and visiting company productions and events as required.
- Promote & maintain the highest standards with regards to, inclusion & diversity, health & safety and compliance within the department.
- Manage all Full time Lead Technicians & Technicians rotas, annual leave requests and sickness logging. ensuring that staffing calls are fulfilled efficiently, within budget, in line with the staff agreement and working time regulations.
- Assist the Supervisor Production and Technical Production Administrator to ensure all flexible technical staff rotas are completed ensuring that staffing calls are fulfilled efficiently, within budget, in line with the staff agreement and working time regulations.
- Work with the Technical Production Manager to create, review and update maintenance programs and related documentation for technical equipment with a specific focus, but not limited to – stage machinery, flying system, rigging equipment, lifts and access equipment (including forklift truck) across site.
- Work with the Technical Manager (Electrics) to ensure that 'in-day' staff are effectively managed with tasks and resources allocated.
- With regards to technical department equipment and machinery - set up and maintain robust testing procedure(s) to ensure compliance with statutory regulations and industry best practice.
- Manage technical department LOLER testing and maintain asset tracking database(s) ensuring accurate documentation and records are maintained.
- Work with the Technical Production Manager to develop and deliver a continuous training and development program for full and part time technical staff. Assess competence of full and part time staff regarding internal training and procedures and lead in the delivery of flexible staff training.
- Undertake additional training and development as required.
- Ensure that stocks of consumables and spare parts relating to the stage department are maintained and regularly reviewed.
- Order replacement stock as authorised by the Technical Production Manager and in line with BHTT and departmental financial procedures and budgets.

## MAIN DUTIES Cont.

- Maintain an up to date working knowledge of the stage machinery including, but not limited to, stage infrastructure, access equipment, lifts (including lorry, scenery, and orchestra lifts) and their operation across the BHTT site, maintaining/repairing as appropriate.
- Assist the Technical Production Manager with the creation, review and updating of departmental policies, procedures, and RAMS.
- Ensure that appropriate technical and health & safety documentation, including RAMS, are received in good time for all shows and events taking place on BHTT premises. Check health & safety documentation for compliance with BHTT safety policies and procedures and brief staff as appropriate.
- Ensure departmental checks/inspections are carried out and completed on time, including pre and post-show checks, regular walk-rounds and routine inspections.
- Attend meetings and briefings, including acting as chairperson when required.
- Ensure departmental administrative duties are completed accurately and on time.
- Ensure that financial guidelines are adhered to, procedures relating to technical re-charges are followed and that associated paperwork is completed.
- Take an active role in the recruitment and selection of technical staff.
- Ensure our customer's requirements are delivered and that excellent customer service is maintained at all times.
- Promote inter-departmental working across all BHTT teams.
- Support internal, and when required, external events with their technical requirements as required by the Technical Production Manager.
- Keep up to date with current and emerging industry technology and best practice.
- Always promote and maintain excellent housekeeping within all technical areas.
- Comply with all statutory and Hippodrome requirements in the areas of compliance such as safeguarding, GDPR, health and safety. E-learning training (which must be completed during the first three months of employment) as well as internal courses that are provided to ensure you have the relevant knowledge in these areas.
- Perform any other reasonable duties as requested by BHTT management commensurate with the general level of responsibility of the post.

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## PERSON SPECIFICATION

We're committed to three core ideals here at Birmingham Hippodrome and we try to address all our activity with these aims: 'everyone's welcome', 'nothing but the best', and 'do it with flair'. Everyone who works here, no matter what their function in the team, is expected to deliver their job and work with colleagues bearing these attitudes in mind. This person specification lists some of the key attributes we're looking for in the best candidates for this role.

Requirements	CORE: The successful candidate will meet the majority of these requirements.	DESIRABLE: the successful candidate should meet some of these requirements.
Education Training and Qualifications	<ul style="list-style-type: none"><li>• Excellent literacy and numeracy skills.</li></ul>	<ul style="list-style-type: none"><li>• 3 day rigging for the entertainment industry or NRC Level 2.</li><li>• IPAF qualification.</li><li>• PASMA qualification.</li><li>• First Aid at Work qualification.</li><li>• ABTT Bronze/Silver/Gold</li></ul>

Requirements	CORE: The successful candidate will meet the majority of these requirements.	DESIRABLE: The successful candidate should meet some of these requirements.
Skills, knowledge and abilities	<ul style="list-style-type: none"> <li>• Excellent supervisory skills.</li> <li>• Good IT skills (Outlook 365, Teams, Artifax)</li> <li>• Good administrative skills.</li> <li>• Knowledge working knowledge of technical equipment and practices, particularly flying (counterweight), rigging and stage machinery.</li> <li>• Good working knowledge of current Health &amp; Safety legislation.</li> <li>• Ability to interpret technical drawings and documentation.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use hand and workshop tools and equipment for both stage and electrics.</li> <li>• Experience using AutoCAD/Vectorworks or similar.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• At least 3 years' experience of working with large scale touring musicals, ballet and opera.</li> <li>• Experience of all related stage technical equipment to operator and rigging level.</li> <li>• Experience of working in a manual environment.</li> <li>• Experience of completing stage duties including get-ins/fit ups, get-outs and show running.</li> <li>• Experience delivering toolbox talks and training to technical staff.</li> <li>• Experience maintaining technical equipment, particularly flying (counterweight), rigging and stage machinery.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a conference and events environment.</li> <li>• Experience of working on outdoor events.</li> <li>• Experience of Portable Appliance Testing and electrical maintenance.</li> <li>• Experience of rigging and setting up sound equipment.</li> <li>• Experience of counter-weight flying and general rigging techniques.</li> <li>• Experience of supervising technical employees.</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Flexible attitude to work with an ability to work across teams and with people of varying experience and ability.</li> <li>• Self-motivated team-player with a positive outlook, able to work on own initiative.</li> <li>• Enthusiasm and drive to improve skills, experience and training.</li> <li>• Ability to stay calm under pressure and to solve problems.</li> <li>• Ability to cope with physically demanding work.</li> <li>• Ability to embrace change in current processes.</li> <li>• Comfortable working at heights.</li> <li>• Must be reliable and take a positive and enthusiastic approach to work.</li> <li>• Ability and willingness to work unsociable hours, including evening, overnight, and weekend work.</li> <li>• Interest in and knowledge of the arts in general and performing arts in particular.</li> </ul>	

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**DATE ROLE CREATED**

August 2018

**DATE ROLE AMENDED/REVIEWED**

April 2024

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