

# TECHNICAL MANAGER

## JOB DESCRIPTION

### JOB PURPOSE

To provide operational management of the Technical Department in support of produced, co-produced and visiting work.

### MAIN RESPONSIBILITIES

#### Operational

- To manage the day-to-day technical operations of TBTL, ensuring effective systems are put in place to meet all regulatory requirements.
- Working 'hands on' on get-ins and get-outs, production weeks and performances as required.
- To maintain a high standard of Health & Safety in the Technical Department at all times, including ensuring that RAMS are written and enforced for produced/co-produced work, signing off on visiting company RAMS, and ensuring that RAMS are in place and enforced with suitable training for safe ways of working. To ensure that good housekeeping practice is observed in all technical areas.
- To ensure that all TBTL performances (produced, co-produced and visiting work), workshops and events run smoothly from a technical perspective.
- Plan and manage the technical and stage maintenance at Theatre by the Lake and stores.
- To schedule and monitor statutory testing and desirable servicing of eqt/facilities to ensure that the building remains compliant and safe, and that the assets of the organisation are protected.
- To ensure that all equipment owned by the Production/Technical Dept is maintained and ready for use as required, operating within designated operations budgets.
- With the Deputy Technical Manager, inform the scheduling of all permanent and freelance technical staff to ensure that the requirements of productions, visiting companies and other activities are met, within budget.
- As the Technical Manager on all produced/co-produced productions, attend and contribute to production meetings as needed.
- To manage TBTL's digital/streaming performance infrastructure.
- To ensure that there is good quality liaison with Visiting Companies, agreeing Tech Specs and schedules and ensuring recharges are maximised and advised to Finance in full and promptly upon completion of a production, in good time for the settlement to be raised.
- Undertake Duty Management/Technician responsibilities as required.
- Efficient communication with, and delivery of the production requirements for Events & Conferencing.
- Supervise the rigging, focusing, plotting and operation of lighting equipment.
- Supervise the rigging, programming and operation of all sound equipment and associated systems.
- Supervise the rigging, operation, focussing and programming of video and cinema equipment.
- Lead on-stage work, including get-ins, get-outs, rigging and operation of flying equipment.
- Ensuring that information is processed in a timely manner to enable other departments to function within required timescales e.g. time sheets and recharge sheets.

#### Management

- To manage, recruit, rota and develop the Technicians and Freelancers as required.
- To manage leave requests, ensuring the right balance of skills remain available.
- To effectively plan and manage the Department's operations, use of equipment, and its people, particularly in relation to all physical and digital performances/participatory activity across both auditoria and at other external locations.
- Ensure the Team complete the required training in a timely fashion.
- Where necessary managing the room and taking responsibility for all departments, supervising staff, monitoring health and safety, working hours and breaks.

- To approve all timesheets in a timely way for Finance to submit payroll, and monitoring hours against Annualised Hours Agreements, Working Time Directive and Minimum Wage.

### **Financial**

- To work within agreed departmental budgets, and report accurately and timeously on this to the Head of Production.
- To work with the Head of Production on initial planning and costings of productions and projects.

### **General**

- To deputise for the Head of Production in their absence.
- Build and maintain positive relationships with all suppliers, production team members, creatives, audiences and participants and at all times represent Theatre by the Lake in a professional manner.
- Keep up to date with current developments and trends within technical theatre.
- Attend production and any other necessary meetings as required.
- Ensure a positive experience for visiting artists to TBTL.
- Ensure that a training and development plan is in place and actioned for the team, responding to current and future needs.
- To ensure the satisfactory administration of rotas and timesheets, working within working time directive and employment contracts (including annualised hours agreements) to maximise staff welfare and minimise cost.
- To work in accordance with the theatre's Health & Safety policy and current legislation in relation to the safe operation of theatre activities.
- To actively promote awareness of and compliance to the Health & Safety, COSHH, fire and Equal Opportunities Policies, fire and safety procedures.
- Keep up to date with current developments and trends within technical theatre.

### **Other Responsibilities**

In common with all Cumbria Theatre Trust staff, you will work as part of a small team working collaboratively to plan and stage artistic and engagement activity.

You may from time-to-time need to undertake additional tasks and roles, including but not limited to:

- Provide practical support to stage or venue-manage activities
- Sell tickets for events
- Respond to customer enquiries
- Support fundraising and profile-raising activities
- Provide support to other functions at busy times
- Advocate for the company

Therefore, a degree of flexibility will be needed and you may be required to perform work not specifically referred to in the job purpose and description. Such duties, however, will fall within the scope of the post, at the appropriate grade.

### **RESPONSIBLE TO**

Head of Production

### **RESPONSIBLE FOR**

Chief LX, Stage Technician, Sound Technician, Technician

## **PERSON SPECIFICATION**

### **Essential**

- A quality all round knowledge of key disciplines involved in the technical process, including LX, Sound, Stage, Video and Digital, with a particular bias toward LX and substantial experience in programming and operating productions
- Experience of managing teams (including line management) and leading on projects

- Sound financial management and budgeting skills
- Demonstrable understanding of Health & Safety legislation
- Excellent written and verbal communication skills
- Ability to manage multiple priorities and work to deadlines
- A wide knowledge of technical theatre skills
- A proven ability to work well with creative teams and artists
- The ability to interpret technical drawings
- Experience of developing short-medium term capital expenditure plans
- Solution based approach to problem solving
- Positive attitude
- Strong organisational skills
- IT Literate
- Driver's License and experience of driving a van (or equivalent).

**Desirable**

- Experience of Production Managing theatrical performances
- Good knowledge of UK touring venues and experience of touring
- Good knowledge of rigging, flying, winches and other stage machinery
- Experience of working end on and in the round
- Experience of CAD drawing
- PAT Testing Qualification or PAT Testing experience
- Experience of negotiating hire and/or purchase of equipment