

# TECHNICAL MANAGER

Thank you for your interest in working at Lichfield Garrick Theatre!

This pack seeks to set out the key information you'll need to decide whether you want to apply for this role and join our team.

If you would like this in a different format or have any further questions, don't hesitate to contact us on [recruitment@lichfieldgarrick.com](mailto:recruitment@lichfieldgarrick.com)

## Introduction to the Role

Bouncing back strongly from Covid, in its most recent full financial year Lichfield Garrick Theatre has just had its most successful year on record, with its programme of drama, dance, music, comedy, family shows and cinema attracting an annual audience of over 100,000 people. Now, with significant recent renewal within our Board and a new Chief Executive in post, the charity is starting to invest in ambitious plans for the future. These include expanding the number and range of shows on offer to attract an even bigger, more diverse audience to the venue, and significantly stepping up the theatre's community engagement.

As part of this, we are currently looking for a committed and enthusiastic **Technical Manager** to join our growing technical team, which includes Head of Production, Technical Manager, 3x Senior Technicians, 1x Technician, plus a pool of casual and freelance technicians.

The main auditorium seats around 550 people, with removable orchestra pit. It has a counterweight flying system with 40 bars. We also have a studio, offering an intimate space that can be arranged in a number of different layouts and seating up to 150 people. In addition to hosting a wide range of touring product, we produce shows in both of these venues and offer creative opportunities to our technical team, where appropriate.

Collectively, the team are responsible for the smooth day-to-day running of the theatre's performance spaces and associated spaces/activities, with a particular focus on maintaining a safe working environment, achieving the highest possible artistic/technical standards for visiting and in-house productions, and maintaining stage and electrical equipment in good working order.

If you enjoy working in a fast-paced, creative organisation and have the skills we are looking for, we would love to hear from you!

To apply please send a short statement (max 2 sides A4) explaining your interest in and suitability for the role you're interested in, together with an up-to-date CV and a completed EO monitoring form, which you'll find on our website.

**The closing date for applications is Monday 22nd April 2024 at 9am**

# **JOB DESCRIPTION**

## **ROLE-SPECIFIC RESPONSIBILITIES**

### **1. TECHNICAL MANAGER**

1. Leading by example, as a member of the management team, setting standards of presentation and behaviour for technical staff, demonstrating the organisation's values & standards and promoting excellence in all aspects of the business.
2. Working with the Head of Production and other senior managers to oversee the operation of technical areas for visiting shows, in-house productions and events.
3. Ensuring the provision of a warm welcome and effective technical services for visiting professional artists/companies and other user groups.
4. Ensuring the provision of a safe working environment and safe working practices for staff, visiting companies, freelancers, visitors, and the public.
5. Managing or working on get-ins and get-outs, including assembling, rigging and checking technical equipment, and carrying out Stage, LX, Operator, Flys or other duties as required to facilitate the smooth running of performances.
6. Overseeing an effective inventory of in-house technical equipment.
7. Managing the maintenance of theatre and technical equipment in good working order including carrying out appropriate safety checks.
8. Supporting and facilitating inspections and works carried out by third parties.
9. Contributing to plans for equipment renewal and upgrades.
10. Managing technical resources in a cost-effective manner, to work within budgets.
11. Developing, and keeping updated, a good working knowledge of current technical theatre practices and technologies.
12. Contributing to developing the skills/experience of our in-house technical team.
13. Contributing to embedding EDI principles within all technical activities/services.
14. Contributing to the development of the theatre's wider Business Plans.

### **2. VISITING SHOWS**

1. Leading the delivery of an excellent technical service.
2. Overseeing the use of technical equipment to deliver an excellent technical service.
3. Managing tech riders and contact with visiting companies to ensure the smooth delivery of their requirements.
4. Ensuring technical reports for every show are entered into Yesplan.
5. Contributing to providing the Finance team with the information they need to prepare settlements, particularly by completing Get out / Recharge sheets.

### **3. IN-HOUSE PRODUCTION**

1. Contributing technical expertise to in-house production and planning.
2. Working closely with the Head of Production and creative teams to agree the technical requirements of in-house productions.
3. Managing the technical delivery of in-house productions.
4. Performing the role of 'Stage Manager' for in-house productions, where required.

### **4. HOUSE KEEPING & MAINTENANCE**

1. Ensuring all backstage areas and team office are kept clean.
2. Ensuring all backstage areas and team office are well organised and kept tidy.
3. Working with Head of Production and Facilities Manager to deliver planned maintenance projects.

## **5. HEALTH & SAFETY**

1. Working with Head of production to ensure the theatre's technical areas and activities meet the requirements of the Health & Safety at Work Act and associated regulations.
2. Carrying out statutory weekly H&S checks as required.
3. Producing and reviewing departmental and organisational risk assessments.
4. Implementing and reviewing written procedures/safe systems of work in respect of all technical areas and activities.
5. Ensuring all technical equipment is maintained and certifications are up to date.
6. Producing and reviewing technical COSHH assessments.
7. Ensuring the correct PPE is worn when required by self and team.
8. Ensuring accidents/incidents/near misses are recorded and reported appropriately.

## **OTHER RESPONSIBILITIES**

### **6. MANAGEMENT**

1. Playing an active role within the Management Team.
2. Contributing to staff meetings and working groups as required.
3. Representing the theatre at external meetings/events/tours as required.
4. Reporting to the Head of Production.
5. Deputising for the Head of Production as required.
6. Line-managing:
  - a. Senior Technicians
  - b. Technicians
  - c. Apprentice Technicians
  - d. Casual Technicians
7. Responsible for scheduling and managing the use of casual staff.
8. Assisting with checking/approving payroll for technical staff in a timely fashion.
9. Assisting with managing holiday/TOIL for salaried technical staff.
10. Responsible, with Head of Production, for delegated departmental/project budgets.
11. Acting as a Duty Technician as required.
12. Acting as a Duty Manager as required.

### **7. GENERAL**

1. Attending staff meetings/training as required.
2. Contributing to staff recruitment as required.
3. Managing and carrying out training and inductions.
4. Maintaining a working knowledge of the theatre's programme.
5. Adhering to all Lichfield Garrick Theatre policies & procedures.
6. Contributing to effective Health & Safety management across the organisation.
7. Maintaining confidentiality at all times.
8. Acting as a Key-Holder for the site.

# PERSON SPECIFICATION

We are looking for someone with the following qualities and skills:

## PERSONAL QUALITIES

- Hardworking, reliable and punctual.
- Ability to stay calm and work under pressure.
- Ability to work as part of a flexible team, responding to challenges, contributing ideas, and supporting other team members.
- Adaptable and receptive to new ideas and initiatives.
- Good ability to problem-solve.
- Good house-keeping skills.
- Friendly and professional.
- Good interpersonal skills with an ability to build rapport with people at all levels.

## PROFESSIONAL SKILLS

- Extensive professional technical experience within a performance venue.
- Extensive knowledge of theatre or performance venue technical systems, including a high level of competency using a wide range of theatrical and performance equipment and software packages.
- Experience of managing a technical team.
- Experience of Health & Safety management within a performance venue.
- Great IT, administrative and organisational skills.
- Practical skills in maintaining and repairing stage & technical equipment.
- Ability to interpret and implement technical drawings and specifications.
- Experience of Microsoft SharePoint would be desirable.
- A full driving licence would be desirable.

## TERMS AND CONDITIONS

**SALARY:**

£32,115.20 per annum (Full time)

**WORKING HOURS:**

An average of 40 hours per week (Exact days/times will vary depending on the theatre's programme)

**ANNUAL LEAVE:**

Initially 28 days per annum, including public holidays.

**BENEFITS:**

Employee Assistance Programme, theatre bar discount and a complimentary tickets policy.

**PROBATION PERIOD:**

6 months

## HOW TO APPLY

Please send an up-to-date CV and covering letter, setting out your suitability for this role to [recruitment@lichfieldgarrick.com](mailto:recruitment@lichfieldgarrick.com) together with a completed Equal Opportunities Monitoring Form which you can download from our website at [www.lichfieldgarrick.com/get-involved/job-vacancies](http://www.lichfieldgarrick.com/get-involved/job-vacancies)

If you would like to submit an application in a different format, please contact us on [recruitment@lichfieldgarrick.com](mailto:recruitment@lichfieldgarrick.com) and we will do what we can to accommodate this.

The closing date for receipt of applications is Monday 22nd April at 9am.