|  |  |
| --- | --- |
|  |  |
| Role Profile Technical Stage Manager |  |
| Role Title : |  | Technical Stage Manager |
|  |  |   |
| Post Reference: |  | [Confirm with People & OD] |
|  |  |  |
| Role Family : |  | Technical |
|  |
| Hours of Work: |  | 39 hours per week on average |
|  |  |  |
| Salary: |  | £34123.53 per annum + get outs (not guaranteed,£7000 in 2018) |
|  |  |  |
| WMC is a home for the arts in Wales, and a cauldron of creativity for the nation. We fire imaginations by curating world-class, critically-acclaimed touring productions, from musical theatre and comedy to dance, cabaret and an international festival. We kindle emerging talents with fresh, provocative and popular pieces of our own, rooted in Welsh culture. And we ignite a passion for the arts in young people with life-changing learning experiences and chances to shine in the spotlight.**We are Wales Millennium Centre. Fire for the imagination** |
|  |  |  |
| Primary Purpose **:** |  | Much of the success of the Wales Millennium Centre, and its ability to attract repeat visits by national and international artists and companies, will depend on the quality and responsiveness of its technical services. WMC aims to be a venue-of-first-choice for event and performance presenters.The primary objective of this position is to manage production and technical services for WMC and its visiting companies. Services will be provided in the Donald Gordon Theatre, and other spaces including the public concourse, foyers, function spaces and outside spaces. The position holder will be expected to provide services to the highest level required by performers of national and international stature so as to achieve overall production excellence and value-for-money services. The TSM, alongside the Chief Electrician, is line manager for 3 Deputy Technical Managers, and a team of full time and casual technicians. The position holder reports to the Technical Director. |
|  |  |  |
| SpecialistAccountabilities : |  | * Ensuring that all performances, and other activities at WMC or other premises are delivered to the highest possible standard and in the most efficient manner;
* Evaluating Visiting company technical staff and equipment requirements to ascertain capability and ensure effective delivery of the activity;
* Overseeing staging and rigging in the Centre including maintenance and training
* Ensuring that production equipment at the WMC complies with local and national health and safety standards
* Recruiting, training, managing and developing all WMC technical staff to ensure a skilled and flexible workforce that is held in high regard by users of WMC facilities;
* Establishing and maintaining a strong culture of customer service among all technical staff of WMC;
* Provide technical support and crewing during fit ups and get outs as required
 |
|  |  |  |
| GenericAccountabilities: |  | * A proven track record in leading a technical function in a complex performing arts environment;
* Sound understanding of the technical disciplines required to deliver an international standard performing arts programme;
* Strong people management capabilities, with a proven track record in effecting flexible work practices and creating a strong “can-do” culture;
* Excellent communication skills with a variety of stakeholders;
* Ability to work in a dynamic environment and to manage complexity and ambiguity;
* A strong understanding and commitment to customer-service;
* Demonstrated strategic planning capability combined with proven competence in the implementation of such plans;
* The ability to delegate while retaining personal responsibility.
* The promotion of the Centre’s key values
* To carry out duties in all areas as may be required by the WMC management
 |
|  |  |  |
| Success Measures : |  | * An appraisal based on the Centres values and objectives set by the Technical Director.
* Hitting budget levels or better
* Keeping the Technical director and team informed of activities
* Visiting company show reports
 |
|  | **This role profile sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.** |  |

|  |  |
| --- | --- |
| What We Are Looking For…Technical Stage Manager |  |
|  |  |

When preparing your written application you will need to provide evidence for the following essential and desirable competencies. In considering each, please use an example of where you have done this previously, either in a work or other situation.

[Please edit and amend as necessary based on what you are looking for from this role].

A. Responsibility

Please refer to how you meet these essential requirements in your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** |  | **Essential** | **Desirable** |
| 1. | A minimum of 3 years professional experience working in technical theatre | x |  |
| 2. | A minimum of 2 years professional experience working in the technical department of a large scale arts venue as team leader | x |  |
| 3. | Experience of working with and facilitating small and large scale touring productions | x |  |
| 4. | Experience in the maintenance and troubleshooting of theatrical technical systems | x |  |
| 5. | A commitment to learn Welsh Language |  | x |

B. Knowledge

Please refer to how you meet these essential requirements in your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** |  | **Essential** | **Desirable** |
| 1. | Constructing sets | x |  |
| 2. | Experience with operating counterweight flying systems under show conditions | x |  |
| 3. | Experience of pit lifts,powered hoists and chain motors | x |  |
| 4. | Knowledge of current H&S good practice and compliance | x |  |
| 5. | Leading a team of multi skilled technicians | x |  |
| **6.** | Ability to control budgets | x |  |
| **7.** | IOSH qualification or similar |  | x |

C. Values

Please refer to how you might meet these essential requirements in your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** |  | **Essential** | **Desirable** |
| 1. | A positive and constructive attitude with a friendly and flexible approach to clients and visiting companies | x |  |
| 2. | Increase and diversify access to the Centre, especially backstage |  |  |
| 3. |  |  |  |

D. Communication

Please refer to how you meet these essential requirements in your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** |  | **Essential** | **Desirable** |
| 1. | Good interpersonal and team-working skills and the ability to work with other departments within the Centre, to ensure the success of all productions and events | x |  |
| 2. | Computer literate to include the Microsoft Office packages | x |  |
| 3. |  |  |  |

E. Environment

Please refer to how you meet these essential requirements in your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** |  | **Essential** | **Desirable** |
| 1. | Ability to work unsociable hours, including over-night, weekends and Bank Holidays | x |  |
| 2. | Adhere to H&S policies connected with working backstage, including working at height, manual handling and working with electricity, as well as wearing the appropriate PPE where necessary.  | x |  |
| 3. |  |  |  |

F. Welsh Language

Please refer to how you meet these essential requirements in your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** |  | **Essential** | **Desirable** |
| 1. | The ability to speak Welsh |  | x |
| 2. | The ability to listen and understand conversations in Welsh |  | x |
| 3. | The ability to write in Welsh |  | x |
| 4. | The ability to read Welsh language material |  | x |

**Chris Carter 19/08/19**

****