|  |  |
| --- | --- |
|  |  |
| Role ProfileDeputy Technical Manager |  |
| Role Title : |  | **DEPUTY TECHNICAL MANAGER** |
|  |  |   |
| Post Reference: |  | [Confirm with People & OD] |
|  |  |  |
| Role Family : |  | Stage Technical |
|  |
| Hours of Work: |  | 39 hours per week |
|  |  |  |
| Salary: |  | £25,455.24 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 **:** |  | The position of Deputy Technical Manager falls within the Venue & Operations department. As one of 3 Deputy Technical Managers, your main role will be to support the Chief Electrician and Technical Stage Manager in the delivery of productions in all performance spaces within the Centre, and to be the single point of contact for visiting companies pre-production, as you will be allocated specific shows and events to manage during the year. This may include planning conferences and home produced shows, and taking part in other large scale events. |
|  |  |  |
| SpecialistAccountabilities : |  | 1. Working on and managing shows.
2. To supervise full time and casual staff, especially in the areas of safe working practices and the running of shows.
3. To provide technical support during get-ins, fit-ups and get-outs, and to crew and operate during rehearsals and performances as required
4. Liaise with clients to design and deliver events.
5. Liaise with visiting companies regarding production requirements.
6. To be one of 4 technical staff taking responsibility for the production elements of every performance at the Centre (technical managing role).
7. To be able to trouble-shoot technical systems at the Centre, especially rigging flying and staging
8. To undertake performance development reviews in conjunction with the other Deputy Technical Managers for casual technical staff as per the current guidelines from the Centre’s HR department.
9. To use the Centre’s booking database system and the company hard drive to gather all information regarding any productions that are assigned to you, to liaise with production managers and touring technical staff to ensure that any production that you are managing is serviced to the highest possible standards.
10. In conjunction with the Technical Director, produce costings for shows to ensure that all staff and technical costs are accounted for and passed onto any visiting company.
 |
|  |  |  |
| GenericAccountabilities: |  | 1. Ensuring compliance with relevant regulations.
2. Ensuring staff are trained to a high standard.
3. With the other Deputy Technical Managers, overseeing and managing H&S for WMC activities.
4. To ensure that all information regarding a production that is allocated to you is stored in an electronic format that other members of the department can easily access in your absence.
5. To source and produce items of equipment either to buy or hire as required for a production that is allocated to you, ensuring that the purchasing rules of the Centre are adhered to.
6. To undertake portable appliance testing, servicing and maintenance of all in-house technical equipment as part of a rolling programme within the department.
7. To attend occasional staff meetings and training sessions.
8. To carry out any other duties as may be required by the Centre management. This may involve work away from the Centre
9. To carry out duties at all times, with regard to the Centre’s Equal Opportunities and H&S policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of the Centre’s premises.
 |
|  |  |  |
| Success Measures : |  | 1. Development reviews are undertaken every six months. Targets, including a time frame are given

Contribution to the Centre’s values are recorded1. Feedback from visiting companies and events
2. Undertaking and completing training courses in an agreed schedule
3. Manage and plan events/shows. This may include working with clients, costings & scheduling
 |
|  | **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…Deputy Technical 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.

A. Responsibility

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

|  |  |  |  |
| --- | --- | --- | --- |
| **No** |  | **Essential** | **Desirable** |
| 1. | The ability to confidently deputise for the Chief Electrician and Technical Stage Manager in their absence. |  |  |
| 2. | Production management experience. |  |  |
| 3. | A commitment to learn Welsh Language |  |  |
| 4. | A commitment to learn Welsh Language |  |  |

B. Knowledge

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

|  |  |  |  |
| --- | --- | --- | --- |
| **No** |  | **Essential** | **Desirable** |
| 1. | Experience of rigging |  |  |
| 2. | Experience with operating counterweight flying systems under show conditions. |  |  |
| 3. | Experience setting up lighting systems |  |  |
| 4. | Experience setting up sound systems |  |  |
| 5. | Experience of powered hoists and chain motors |  |  |
| 6. | Computer literate to include the Microsoft Office package. |  |  |
| 7. | Formal Technical Theatre training to degree level. |  |  |
| 8. | Experience of running a crew on fit-ups, shows and get-outs. |  |  |
| 9. | Experience with Autocad or Google Sketch-up, or other technical drawing software. |  |  |
| 10. | Experience in the maintenance and troubleshooting of theatrical technical systems. |  |  |

C. Values

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. |  |  |
| 2. | A positive and constructive attitude with a friendly and flexible approach to clients and visiting companies. |  |  |

D. Communication

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

|  |  |  |  |
| --- | --- | --- | --- |
| **No** |  | **Essential** | **Desirable** |
| 1. | Experience of liaising with visiting companies regarding technical requirements for their productions, producing costings and providing technical information to hirers. |  |  |

E. Environment

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

|  |  |  |  |
| --- | --- | --- | --- |
| **No** |  | **Essential** | **Desirable** |
| 1. | A minimum of 5 years professional experience working in the technical department of a large scale arts venue. |  |  |
| 2. | Experience of working with and facilitating small and large scale touring productions. |  |  |
| 3. | Experience of working with a variety of different types of productions. |  |  |

F. Welsh Language

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

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