

Welcome

We are very proud of the incredible work that has been made at Theatr Clwyd in its 44 year history and are delighted that you are considering joining our company.

It is an exciting time to join the team as we embark on our capital redevelopment, with work due to start in 2022. We will transform our home to become a hub for the community, with dedicated youth hub, health and wellbeing spaces and areas to support our amazing theatre-making teams ensuring Theatr Clwyd is here for future generations, and that we strive towards our mission in all that we do – *To make the world a happier place, one moment at a time.*

We hope you are excited to find out more about this vacancy and can't wait to meet you.

Best Wishes



Tamara Harvey
Artistic Director



Liam Evans-Ford
Executive Director

About us

Theatr Clwyd is a cultural hub, producing world-class theatre in the hills of North Wales. Since 1976 we have been serving our communities and delivering the highest quality theatre and arts experience for the people of North Wales and beyond.

Our mission is increasingly important to us in all that we do.

To make the world a happier place, one moment at a time.

We are fortunate enough to be one of very few theatres in the UK to build sets, make costumes, paint scenery and create props inhouse. These essential theatre making skills ensure that we can push theatrical boundaries to create stunning shows from the seed of a writer's imagination. Since 2018 this has been recognised by the theatre industry with awards from UK Theatre, The Stage and the Olivier's.

The development of theatre makers in our community is key to sustaining Wales and the UK's cultural sector. We have spaces for writers and companies dovetailed with technical apprenticeships and trainee directors to create a building which supports emerging creatives in developing artistic excellence.

We use our skills to underpin social transformation in our communities. We creatively address social and educational challenges such as youth justice while bridging social and economic divides. We recognise the immediate impact and long term benefits the arts can provide to aid psychological and physical wellbeing. We collaborate with Wales' largest NHS health board and local social services to meet the challenges facing health and social care by supporting our communities.

We have a recent annual turnover of around £7m and are funded by a combination of Arts Council Wales, Flintshire County Council, box office ticket sales, commercial income and fundraising from individuals, trusts and foundations and corporate sponsorship.

Job Description

Contract Type:	Permanent
Hours:	37 hours per week
Grade:	TC02
Starting Salary:	£28,298 per annum
Team:	Producing & Programming
Responsible to:	Executive Director

Purpose of the Role

Responsible for the day-to-day technical and facility management of the venue and the safe presentation of all productions, hires and events.

The aim is to coordinate the smooth running of the venue within agreed timescales and budgets, and to ensure safe working procedures are in place at all times. You will assist in the development, liaison and delivery of all activities, working with Glyndwr University and external partners and customers as needed.

We are looking for an experienced, hard-working and motivated Technical Manager who can provide technical expertise and support to all users, hirers and artists performing at William Aston Hall and is responsible for the efficient, safe and economical use of resources and staff, within existing legislation.

Duties and Responsibilities

- To be responsible for the technical requirements of all areas of the venue, ensuring a safe operation for company members, visiting companies, artists, technicians and associated personnel at all times.
- To liaise with visiting companies, promoters, producers and hirers, providing them with technical information, support and guidance, and arranging for the required provision of equipment and staff.
- To pre-manage and ensure the smooth running of each event in accordance with the event's production specification.
- To ensure the successful presentation of all shows and events within the venue, with all resources in place and ensuring staging and equipment is ready for each event.
- Working alongside the Venue Operations/FOH Manager to ensure the highest possible standards are maintained for visiting companies and the customer.
- Recruit and supervise casual technicians and crew and ensure all events are adequately staffed.
- Act as Duty Technician on events and productions, as needed.
- Act as LX Operator and programmer and/or Sound Operator and programmer on events and productions, as needed
- Employ a creative and forward-thinking approach to problem solving.
- Be a brand ambassador for the venue as well as Theatr Clwyd, and act as Venue Duty Manager as and when required.
- Gain an understanding of the whole venue and all its capabilities – the lighting, sound, staging, seating and backstage/dressing room facilities.
- Provide first-line maintenance support for all relevant technical equipment, machinery, fixtures and fittings.

- To work on the maintenance upkeep and inventory of the technical equipment, keeping records to ensure maintenance checks are carried out on a regular basis in line with regulations, including PAT and other testing.
- To produce risk assessments and method statements as required.
- Attend training as required and maintain awareness of health and safety regulations specific to the spaces and equipment used.
- Ensure relevant legal obligations are met at all times by company members and visiting companies in accordance with the company's Health & Safety Policy.
- To ensure that all get-in, fit-ups and get-out regulations are adhered to.
- To ensure all relevant company members and volunteers have relevant training in manual handling and fire/evacuation procedures.
- To ensure the venue meets Fire Risk Assessment requirements.
- To work closely with all Theatr Clwyd colleagues, continuing to shape an environment where company members can work across both venues.

Your Team

The purpose of the Production Department is to create and run to the highest standards, all aspects of Theatr Clwyd's productions and related projects, in partnership with directors, designers and project leaders. The department is responsible for ensuring creative teams achieve their artistic vision within agreed timescales and budgets.

Are you someone with...?

Essential

- Significant experience working in a venue / theatre technical department / touring company or similar.
- Strong, proven experience in technical theatre and or production management.
- Experience of theatre lighting and sound systems – rigging and operation.
- Proven experience of managing teams
- Proven experience of financial management.
- Highly organised with successful experience in meeting deadlines and managing conflicting priorities.
- Experience in rigging, adjustment and operation of theatrical rigging and flying systems.
- Experience of setting up and rigging of scenery and stage decking systems.
- Excellent interpersonal skills, ability to communicate clearly and consistently with all theatre and event space users, especially non-technical users.
- Working knowledge of relevant health and safety regulations (including PUWER, COSHH, LOLER), industry guidelines and safe working practices (ABTT).
- Experience of writing and reviewing Risk Assessments and Method Statements

- Ability to use a wide range of portable power tools and hand tools safely and confidently.
- Physically fit and willing to work at height.
- Confident in working independently but also willing to collaborate across many departments.
- Ability to work flexible and unsociable hours including evenings and some weekends.
- Full driving licence and experience of LWB van driving

Desirable

- Trained in manual handling, ladder and access equipment use.
- Demonstrate an ability to draw, read and understand technical plans, with knowledge of CAD and other applications
- Knowledge of electrical theory and practice relating to theatre lighting, sound and communications systems.
- Up to date knowledge of lighting systems, control apparatus, equipment and its maintenance.
- Up to date knowledge of digital audio and audio-visual equipment and its use in relation to live, recorded and playback techniques.
- Experience of event management.
- Written and spoken Welsh.

Recruitment Process

Link to apply: [CLICK HERE](#)

Closing date: **Wednesday 18th May 2022, 5pm**

Benefits for Company Members

- Complimentary tickets for Theatr Clwyd shows and events, subject to availability and policy
- Discounts in the theatre's café bar and gift shop
- Pension scheme with NEST
- 32 days annual leave (including bank holidays), pro rata, increasing with length of service
- An in-house Wellbeing Programme
- Access to Occupational Health
- We are also a member of Parents and Carers in the Performing Arts (PiPA)

Equal Opportunities

We want our company to be representative of all sections of society and welcome applications from everyone.

We believe diversity is about celebrating and valuing individuals. We have an equality of opportunity approach and aspire to give everyone the chance to achieve their potential. We would be grateful if you could please complete our [Equal Opportunities survey](#).

We would love to hear from you in whatever way feels most appropriate to you.

If you would like to access this application pack or submit your application in another format, we would be happy to speak to you about your needs.

Please contact us on 01352 344101 or people@theatrclwyd.com to discuss further

Theatr Clwyd recognises that the ability to communicate in Welsh is an important and valuable skill in the workplace and is committed to increasing the numbers of bilingual employees. We welcome applications for any post from candidates who are able to work in both Welsh and English.

We will contact all unsuccessful candidates to tell them they have not been shortlisted for interview.

All appointments are made subject to satisfactory references and proof of eligibility to work in the UK.

Get in touch?

For more information or an informal chat about this role please contact

Andrew Roberts

Finance, Operations & People Director

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