



Post Title:	Location Base:	Reporting To:
Technical Manager	Fairfield Halls – Croydon	Technical Stage and Operations Manager

About BH Live

BH Live is a leading operator of leisure and event venues – a registered charity and social enterprise. Our vision is to create sustainable and inspiring opportunities, deliver great experiences for our communities and improve health and well-being.

bhlive.org.uk

Summary of role

Working across all venues within Fairfield Halls, this role forms a key part of the technical management team, with a primary focus on the safe and efficient delivery of productions and events within Fairfield Halls and supported by other technical management to ensure all technical operations are covered across Fairfield Halls.

This role will be responsible for the line management of full-time, part-time and casual technical staff members within Fairfield Halls.

Key responsibilities

- Act as the lead focus on the management of production operations, including the hiring of equipment, organisation of staff and communication through-out the process.
- To act as a primary contact for incoming productions / events, in collaboration with other Fairfield Halls technical management.
- Ensure that all essential paperwork required by BH Live prior to the arrival of a production or an event is available prior to their arrival for all technical staff. This may include but not limited to Riders, RAMS, Schedules, CPP, and Plans.
- Work with the programming teams to ensure all productions / events are made aware of any recharges or venue specific information deemed necessary to facilitate the production, in a timely manner, in advance of arrival.
- Line management of full-time, part time and casual technical staff, including their work life balance, recruitment, and HR requirements.
- Assist the Technical Stage and Operations Manager in ensuring the site is compliant with Inspection and Testing requirements as per BH Live policies, local council requirements and the insurance policy.
- Manage activities economically, within budget and limiting unnecessary expenditure.
- Ensuring safe working practices are understood and observed by all engaged in works, both within your areas and in the wider building
- Act as a Duty Technician and Key Holder for Fairfield Halls.
- Set-up and manage events as required.
- Design, programme and operate AV, lighting and sound for productions and events as required.
- Organise and supply training as required to full-time, part-time and casual staff.
- Undertake training as required to fulfil the role.
- To attend meetings, rehearsals and production meetings as required.

- To communicate effectively within the technical stage team, the wider Fairfield Halls team and other departments within the business.
- To undertake such other duties as required within the general scope and grade of the post.

Skills and experience

Details	Criteria
Proven experience in the management or supervision of a technical department	Desirable
Significant experience in the management of Health and Safety	Essential
Ability to rota staff to production schedules in a cost-effective manner whilst considering staff wellbeing.	Essential
Experience in the operation of live sound, lighting and AV.	Essential
Experience in the safe construction of staging, sound, lighting and AV.	Essential
A thorough knowledge of rigging and safe working practices	Essential
A thorough knowledge of current legislation inc PUWER, LOLER, COSHH	Essential
A knowledge of mains distribution BS7909	Essential
Significant experience in the safe running of get-ins, shows and get-outs	Essential
Ability to organise the planned maintenance of staging and loose theatrical equipment according to legislation and guidelines	Essential
Experience in the management of stock and equipment.	Essential
Excellent interpersonal, communication and presentation skills	Essential
Excellent customer service	Essential
Leadership and strong management skills	Essential
Excellent timekeeping	Essential
Strong IT skills	Essential
Honest and reliable	Essential
Ability to work evenings, weekends and bank holidays	Essential

Qualifications

Appropriate technical or professional qualifications / training	Essential
First Aid training	Desirable

This job description is a starting point and it is expected that roles and responsibilities will evolve and change over time.

Owner: HR

Date updated/date effective from: 11.4.2024