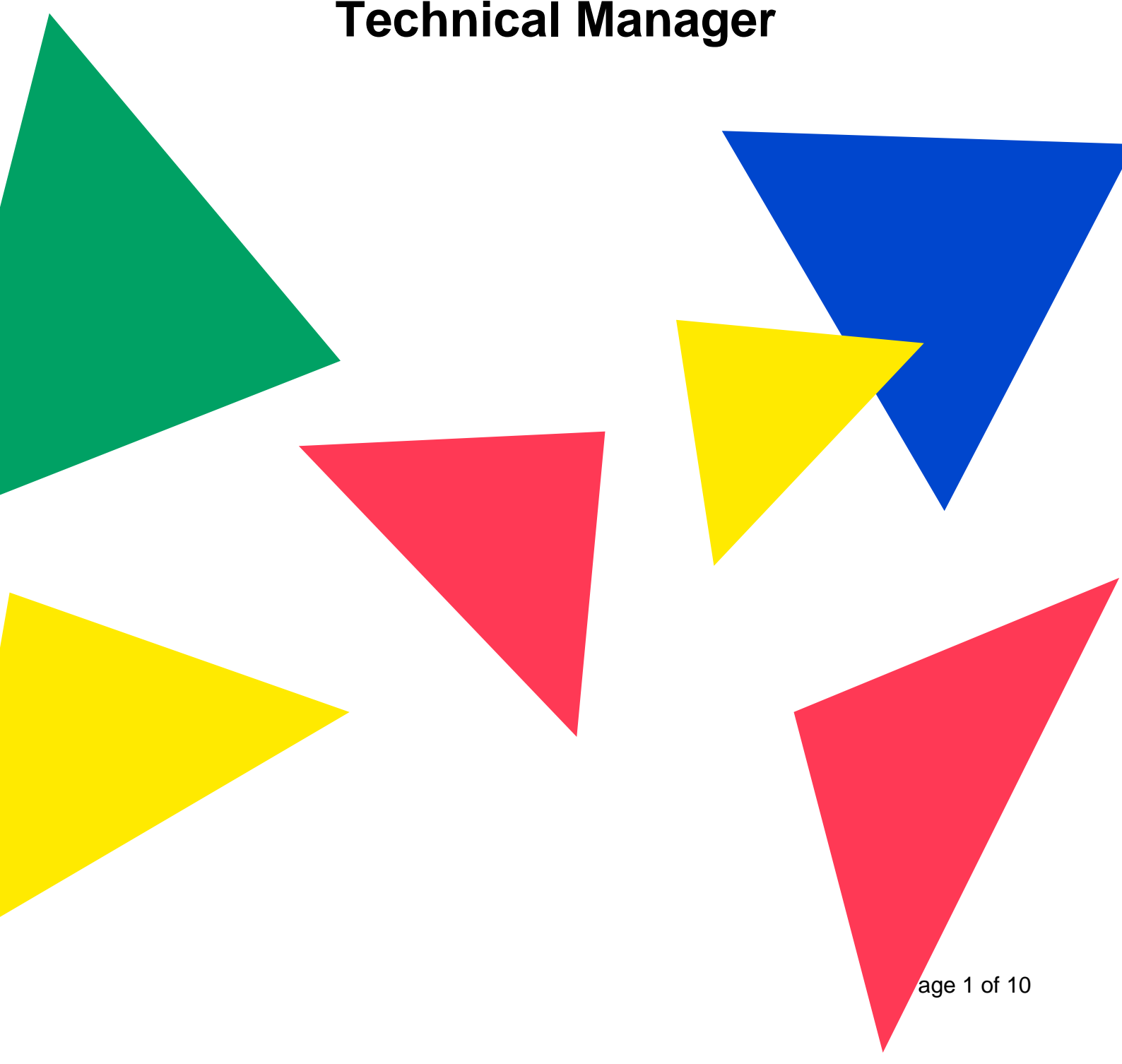


# MERCURY

## Technical Manager





## Welcome from the CEO

Thank you for your interest in the Mercury in Colchester and the role of Technical Manager.

As one of the most ambitious producing houses in the East, we pride ourselves on the high-quality, relevant and inclusive nature of all our work.

We are looking for a dynamic Technical Manager to join our production team. Our dedicated in-house Production department work closely with Directors and Designers to achieve their artistic vision for the productions. The successful candidate will have expertise in either LX, SND or Stage but will also have a good working knowledge of the other disciplines in order to assist colleagues within the team.

In this pack you will find:

- Background information on the Mercury Theatre, Colchester.
- Job description and person specification.
- Information about living in Colchester.
- Information about how to apply.

Further information about the Mercury can be found on [www.mercurytheatre.co.uk](http://www.mercurytheatre.co.uk).

We are a family friendly organisation and were named as Colchester's Employer of the Year 2022. Come and join us. We are committed to maintaining and building our audiences, delivering artistic excellence, and growing the Mercury's reputation as a launchpad for talent and innovation in the East of England and on tour across the UK.

We look forward to receiving your application.

Steve Mannix  
Chief Executive Officer



## **Introduction**

The Mercury Theatre, designed by Norman Downie, was opened on 10th May in 1972. Since its foundation the Mercury has become one of the main centres of artistic excellence in the East of England, having built a large and diverse audience for its critically acclaimed programme of drama, musical theatre, family theatre and dance at home and on tour.

The Mercury reopened in June 2021 with 529 seat theatre, a 98 seat studio theatre, full on-site workshop and wardrobe facilities, rehearsal rooms and creative learning studios and a fully renovated café bar and foyer.

The Mercury is a significant local employer and a major driver of Colchester's creative economy. The theatre plays a key leadership and strategic role in the cultural life in Essex and the wider geographical area of East Anglia. It is the only full-time producing venue in Essex and one of only three in the eastern region.

In the newly nominated City of Colchester, we are a placemaking organisation for Essex. We seek to connect with and support artists, freelancers, performers and industry professionals across the region to ensure our work remains as accessible and inclusive as possible, reaching as many people as we can.

## **Mission**

The Mercury creates and shares stories that are exhilarating, revelatory and relevant. Through the reinvention of classic texts and the creation of bold, new writing, we believe that the transformative power of theatre can enrich the lives of our community.

The Mercury is a significant regional developer of new talent, working with a range of partners across the arts, education and creative industries to deliver a studio programme and a learning, participation and professional development programme aimed at nurturing the next generation of theatre makers.

Everything we do is driven by our values of quality, innovation, diversity, and connection.

We are Colchester. We are for everyone.



## Vision

Our vision is of the Mercury as a vibrant, welcoming artistic hub at the heart of the cultural life of Colchester and Essex; a place where the diverse communities of the town and its surrounding region can come together to experience exceptional live theatre and a rich programme of other performing arts; a place where anyone, regardless of background, can get involved with our creative processes and start to realise their own creative potential.

Our vision is of the Mercury as a strategically important part of the national theatre ecology and the wider creative sector, providing an important regional pipeline for creative and technical talent and contributing to the range and quality of middle-scale touring theatre, with a particular focus on drama and work for children and families.

## Mercury Governance and staffing

The Mercury is a registered charity and a private limited company. As such, we are overseen by a non-executive Board of Trustees which is chaired by Mark Hoult-Allen. Day-to-day management of the theatre is led by Steve Mannix (Executive Director and CEO). The CEO is supported by a Senior Management Team of Commercial and Operations Director, Deputy Executive Director, Development Director and Finance Director. In January 2025, Natasha Rickman joined the Mercury's Senior Management team as Artistic Director. We have a talented and dedicated team of around 77 full time equivalent staff when the building is in full operation, and we employ numerous freelance artists, practitioners and casual staff.





## Mercury Productions

Our programme is made up of a range of critically acclaimed *Mercury Productions* and *Mercury Originals*, which we compliment with a diverse programme of the very best visiting drama, dance, music, comedy, circus and variety available in the UK, together with a mix of creative learning events, corporate and community hires.

We present work in our main auditorium, studio and café bar. We produce 5 main house productions and up to 3 studio productions, around 26 weeks of *Mercury Productions* each year. We present *Lates*, a programme of cabaret, spoken word and music in the café bar. We continue to balance contemporary and traditional works within the programme with a vibrant mix of visiting work.

Our dedicated permanent production team consists of technical, workshop, wardrobe, and stage management. The theatre has an on-site scenic workshop with direct access to the stage and costume making facilities, rehearsal room and dance studio. The refurbishment of the theatre in 2020/21 and capital funding in 2024 has brought new facilities and equipment into the department.

Working with a wide range of freelance directors and designers we also co-produce with theatres nationally. Our most recent co-producers have been Northern Stage, Wiltshire Creative and the Rose Theatre. We also work closely with our new associate companies: Frantic Assembly, Graeae Theatre Company, English Touring Theatre and Paines Plough.





## Living in Colchester

Boasting strong commuter links, a world class arts scene and charming old rustic pubs serving up gastro delights, the list of reasons to move to Colchester is endless.

Renowned for being Britain's first city and former capital of Roman Britain, its rich history dates back over 2000 years and is ripe for exploring. Colchester Castle is one of the standout attractions as one of England's most significant heritage sites.

For a city steeped in so much history, it is surprisingly contemporary in its outlook, providing residents with all the amenities we've come to appreciate from modern living. Foodies will rejoice at the plethora of food options available - these range from budget dining to world class Michelin star restaurants - and shoppers are presented with a mixture niche independent shops neighbouring the usual big name retail giants.

Colchester is home to an enviable range of attractions which provide a wide selection of things to do. Colchester Zoo is listed in the top 2 zoos in the UK and the 11th best globally. It is also home to many rare and endangered species and stages late-night meet and greets. Alongside the Mercury, there's also Colchester Castle, the Firstsite gallery, Colchester Arts Centre, new and emerging music venues the Curzon cinema and a wide range of festivals and events.

Colchester is surrounded by the green pastures of the picturesque Essex and Suffolk countryside, 135 square miles of coast and countryside. The idyllic villages of Wivenhoe and Dedham, famed as Constable country, are a short drive away, and you're less than 25 minutes away from Mersea Island, a postcard perfect seaside resort with a world famous oyster bar.

Situated in the north east of Essex, Colchester has a population of 195,000 and is extremely popular with commuters, because of its excellent train links to London Liverpool Street - only 50 minutes away. The A12 takes you straight into London and Stansted airport is only 30 miles away.

It is perhaps stating the obvious but the cost of living in Colchester is substantially cheaper than London. Rent for a one-bedroom apartment is approximately 58% cheaper than the capital.

With a balance of urban city lifestyle and a rural living, there are many reasons why Colchester is so desirable.

For more information about our wonderful city check out <https://www.visitcolchester.com>



## Job Description

Job Title	Technical Manager
Department	Production
Responsible to	Production Manager
Responsible for	Technicians
Key working relationships	Production team Visiting and in-house Creative teams Head of Construction Artistic Director Deputy Executive Director Head of Creative Engagement

### Main Duties

The Technical Manager will assist the Production Manager (PM) in delivery of all technical aspects of production delivery and deputising for the PM if required.

The Technical Manager will take an active lead in the Production team in:

- Providing technical requirements for all Mercury productions/touring
- Providing technical support for visiting companies/artists
- Providing technical requirements for engagement activities
- Ensuring the maintenance of the Mercury's technical equipment

### Specific Responsibilities

#### Production

- To assist the Production Manager and Head of Construction in the delivery of all Mercury Theatre performance and workshop activity and to liaise with Creative Teams to ensure that all technical requirements are met.
- In conjunction with the Producing department, liaise with visiting companies/artists to ensure that agreed technical requirements are met.
- In conjunction with the Production Manager rota technical staff to deliver the artistic ambition.
- To operate/work onstage during performances when required.
- Contribute to touring/transfer of Mercury shows as required.
- Take an active role in fit-ups, get-outs, techs as required and as per an agreed rota.

#### Creative Engagement

- To support the technical aspects of all Mercury produced productions in the studio and Young Company performances.
- To lead the technical delivery of all Creative Engagement activities.

#### Administration and management

- With the Production Manager, create and accurately manage hours worked by the technical team.
- Ensure that technical staffing is delivered within agreed budgetary limits.
- Report to the Production Manager on the effective use of casual/freelance staffing with agreed budgets.
- Ensure effective recording/control of hours worked by casual/freelance technical staff.
- Provide inductions/training as required, including for casual/freelance staff.
- Manage any trainees/apprentices working within the Technical team.

- Assist in overseeing contractors working on site.
- Collate information and report on license related information including PRS.
- Prepare and submit reports and financial information as required.

### **Technologies and maintenance**

- Keep up-to-date records of the schedule of maintenance and equipment as required advising on repair/renewal of the Mercury's stage & communications equipment.
- Carry out equipment maintenance as required.
- Ensure appropriate stage and technical equipment safety checks/reporting are undertaken.
- Ensure appropriate Portable Appliance Testing (PAT) undertaken.
- Maintain up-to-date knowledge of stage & communications technologies.
- Ensure maintenance of appropriate stock of regularly used materials/resources.
- Ensure maintenance of a clean, tidy and safe working environment.

### **General Responsibilities**

- To manage time effectively, meeting deadlines as directed by the Production Manager.
- Attendance at read-throughs, rehearsals, staff and production meetings.
- Maintain a working knowledge of the Mercury Theatre's wider artistic programme, including its Creative Engagement and New Work / Talent Development activities.
- To deputise for the Production Manager on occasion.
- Participate actively as a member of the Production Team
- Attend and contribute to staff meetings and/or training sessions.
- Maintain positive and effective relationships with colleagues across the organisation.
- To adhere to all Mercury Theatre policies included Safeguarding, Health and Safety and environmental policies.
- To maximise income and minimise expenditure whilst ensuring high quality delivery.
- Deputise for other members of the production department where necessary to ensure the effective and efficient delivery of all the team's activities.
- Undertake First Aider duties if required.
- Undertake any further duties as may be reasonably requested.

*NB This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not preclude change or development that might be required in the future. It does not form part of the contract of employment.*

### **Person Specification**

#### **Personal Qualities**

- Self-disciplined, organised and self-motivating.
- Ability to work as part of a flexible team, contributing ideas, supporting other team members and taking a lead on projects.
- Adaptable and receptive to new ideas and initiatives.
- Ability to work under pressure and manage competing deadlines.
- Good organisational/housekeeping skills.
- Excellent interpersonal skills with an ability to listen, build rapport and communicate with people at all levels.
- Creative flair and the ability to find positive solutions to organisational challenges.



## **Professional Knowledge and Experience**

### **Essential**

- A relevant professional qualification to City & Guilds, GNVQ Level 4, HND or degree level or at least four years' experience working in a producing theatre environment.
- Proven experience of managing a theatre technical team.
- Current knowledge of stage & communications technologies.
- Current knowledge of rigging techniques.
- Ability to interpret/implement lighting/sound/ground plans.
- Ability to identify/rectify faults within electrical systems.
- Experience of working with theatre lighting equipment/desks.
- Experience of working with theatre sound equipment/desks.
- Experience of working with flying systems (hemp/counterweight).
- Experience of active participating in fit-ups, get-outs and technical rehearsals.
- Awareness of Health & Safety legislation/responsibilities.
- Ability to work at heights.
- Experience of budgeting and financial management.

### **Desirable**

- Experience of maintaining sound/lighting equipment.
- Experience of programming/operating EOS lighting desks.
- Experience of programming/operating sound desks, including Yamaha and Digico.
- Experience of programming/operating QLab.
- Knowledge of AV & Projection.
- Knowledge of theatrical electrical installations.
- Stage carpentry skills.
- Full UK driving license.
- First aider qualification.

## **Outline Terms and Conditions**

<b>Salary:</b>	£32,000 - £34,500 per annum pro rata
<b>Hours:</b>	42 hours per week across 6 days a week, although additional hours may be necessary in order to fulfil the post's requirements for which Time Off in Lieu is available. This post will require the successful candidate to work unsocial hours, evening and weekends.
<b>Annual Leave:</b>	Annual leave entitlement is 24 days for each holiday year plus statutory Bank Holidays. On completion of one year's service, your holiday entitlement will increase by one day each year thereafter to a maximum of 30 days per annum.
<b>Probationary Period:</b>	Six months
<b>Notice Period:</b>	Three months by either party in writing after an initial probationary period during which time the notice period is one month by either party.
<b>DBS Check:</b>	Should your post have regular contact with children and/or vulnerable adults a DBS check will be required.
<b>Pension:</b>	Colchester Mercury Theatre Ltd operates a Stakeholder Pension scheme. Full details of the scheme are available from the Finance Department
<b>Other Benefits</b>	The company offers an interest free season ticket loan. Discount on food and drink in our café bar

Access to the discounted staff menu in the café bar  
The company encourages attendance at performances with an allocation of tickets to employees (subject to availability and the Mercury's ticket policy)  
A discount on specific Creative Engagement activities.

### **How to apply**

To apply for this post, please send:

- a letter of no more than 2 sides of A4, explaining what attracts you to this position, and evidence of your ability to meet the job description and person specification.
- Your up to date CV
- Names and contact details for two employment/professional referees, however, we shall not take up references unless candidates are invited to a second interview

Applications should be submitted via Staffology [here](#) by 10:00am on **Thursday 15 May 2025**.

The Mercury is an equal opportunities employer and actively promotes diversity in the staff team. We welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Please let us know if you need this information in a different format by contacting Hannelore Canessa-Wright by phone on 01206 577006 or by email on: [hannelore.canessawright@mercurytheatre.co.uk](mailto:hannelore.canessawright@mercurytheatre.co.uk)

**April 2025**