



Taunton Brewhouse is seeking a highly organized and proactive Technical and Building Manager to ensure the safe, efficient, and smooth running of our theatre's technical operations and building infrastructure. This vital role oversees the delivery of high-quality technical support for productions, events, and community activities, while also overseeing the work of the Building and Services Coordinator who undertakes the organisation of day-to-day maintenance and compliance of our venue.

Situated on the banks of the River Tone in the county town of Somerset, Taunton Brewhouse is a much-loved venue that hosts the best of touring performance from across the country, produces an annual in-house winter production, offers a range of participatory activities for all ages, and supports emerging talent through its artist development studio programme. Taunton Brewhouse, for the most part, is a busy receiving house with multiple one night events per week. We do produce one or two of our own productions per year, including an ambitious Christmas production. We welcome in the region of 80,000 visitors per year to our main auditorium (352 seats), studio theatre (60 seats), creative hub, bar and café.

Working closely with the production, artistic, and front-of-house teams, the **Technical and Building Manager** plays a key role in delivering the technical requirements of our diverse programme. This includes supervising technical staff and freelance crew, maintaining lighting, sound, and stage equipment, and overseeing work that ensures the building and IT infrastructure is safe, secure, compliant, and fit for purpose for artists, audiences, and staff alike.

The successful candidate will be a collaborative and solutions-focused individual with experience in technical theatre, who thrives in a busy environment and is committed to supporting excellent creative work. Working hours will include evenings and weekends at times.

In short:

The **Technical and Building Manager** ensures the show can go on — safely, efficiently, and without a hitch. It's a job that combines artistic support with logistical savvy and technical expertise.

[About us](#)

Taunton Brewhouse has been operated by Taunton Theatre Association Ltd (TTA) since 2014. TTA are a registered charity. TTA Trading Ltd is the subsidiary company of TTA whose sole purpose is to generate income via trading activities such as bar, café and venue hire to donate back to the charity.

Our Vision: We imagine a future where people and communities are liberated through artistic expression, becoming connected and considered equal

Our Mission: Since 1977, Taunton Brewhouse has existed to welcome people locally and globally to enjoy and participate in a liberating programme of bold and brilliant artistic and creative experiences that inspire and transform our individual and shared experience of the world

Our Values:

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|----------------------|--|
| Welcoming | We value open hearts, open minds and welcome all to Taunton Brewhouse |
| Bold | We value bold artists and bold ideas inspiring locally and globally |
| Collaborative | We believe meaningful collaboration can change the world. We work together to create, play and learn |
| Resilient | – We are committed to remaining Taunton’s enduring centre for creative excellence |

Taunton Brewhouse is about to enter an exciting new phase in our evolution as we develop our strategy for 2026- 2031. It is now an excellent time to join the team and contribute to the strategic direction for the next five years.



JOB DESCRIPTION: TECHNICAL AND BUILDING MANAGER
REPORTS TO: EXECUTIVE DIRECTOR (ED)

FULL TIME – 35 HOURS PER WEEK INCLUDING WEEKENDS AND EVENINGS
SALARY £30,000 - £33,000 – Dependent on experience

The Technical and Building Manager is responsible for the professional running of the technical operations of the theatre and arts centre. The post-holder will provide technical expertise and line-manage a team of technicians and volunteers and oversee the work of the Building and Services Coordinator. The post-holder will need to plan and organise the efficient, safe, and economical use of people and resources, within current legislation, as well as carry out specific technical duties to ensure the delivery of high-quality live performances, participatory activities, film, and events in the Brewhouse and externally as appropriate.

SPECIFIC JOB RESPONSIBILITIES

1. Business Development & Management

- Contribute to the strategic planning and business development of Taunton Brewhouse as a member of the senior management team.
- Overall responsibility for the technical operations of the theatre
- Be fully conversant with and help to shape relevant policies and procedures and ensure that these procedures are communicated effectively to users of the building and always adhered to.
- The Technical Manager will work alongside the senior management team to adopt and embed sustainable and environmentally friendly working practices.

- Oversight of the building and services

2. People

- Recruit and manage a team of permanent and casual technical staff and volunteers, ensuring that they are appropriately qualified, trained and supervised.
- Line manage the Building and Services Co-Ordinator
- Schedule the technical rota of employed and casual staff, ensuring hours worked comply with health & safety policies and legislation.
- Deliver training for technical staff and volunteers in the use of equipment and safe practice.
- Be responsible for recruiting and training technical apprentices in conjunction with recognised qualifications i.e., BECTU or ABTT.
- Deliver talks to young people relating to area of expertise as part of organised educational events.

3. Technical services

- Deliver technical services and support, in preparation for and during live performances, cinema and events, managing activities such as sound, lighting, projectors, technical and stage crew.
- Develop, implement, and adapt specifications and procedures for an effective technical service including inventory, stock control and ordering of technical items.
- Ensure risk assessments related to the technical department are completed, updated, electronically filed, adhered to and made available to relevant parties
- Ensure that technical equipment is compliant with fire regulations and ensuring it is maintained, tested including annual PAT testing
- Report any damaged or defective equipment to the Executive Director, decommission unsafe items and obtain quotations for replacements, authorising the purchase up to the limit of their authority level.
- Supervise the process for cinema. Tracking and building timelines ready for presentation.
- Complete and file a show report for each live event.
- Oversee the hiring out of technical equipment. Ensure administrative systems are in place to control and check hired stock.
- Oversee rigging to ensure it is carried out satisfactorily to industry standards
- Offer advice to visiting companies as required e.g., about level of staffing, lighting, fire regulations, risk assessments etc.

4. Communications

- Provide all visiting or potential companies/groups/schools with relevant technical specifications and offer advice as required e.g., about level of staffing, lighting, fire regulations, risk assessments etc.
- Liaise in advance with visiting companies and hirers to ensure technical specifications for performances are met and communicated to relevant technical team members in advance of their arrival for duty.
- Work with the Programme Team at the theatre to check contracts, ensuring that all technical aspects are correct and updated in the Event Management System.
- Take responsibility for ensuring that technical recharges are made
- Work in collaboration with programming and FOH teams to ensure smooth running of events and services.
- Attend meetings with colleagues, service providers and visiting companies as appropriate.

5. Key Holding

- Main key holder responsibility including first call for emergency responses such as intruder alarm, fire alarm and police

6. Christmas/In House Productions

- For in-house productions, including the annual Christmas production, act as Production Manager taking responsibility, alongside the creative team, for the design, build and delivery of the production
- Manage the elements of the budget that relate to technical including set, props, sound, lighting and costume ensuring the production is delivered within the set budget.
- Managing the production schedule of rehearsals, get in, performance and get out.
- Be responsible for sourcing set and prop items in accordance with good sustainable practice
- Take responsibility for scheduling technicians and volunteers to build and deliver the production
- Oversee the stage management, lighting and sound team during rehearsal and delivery of the production

- Take responsibility for the “get out” of the show

7. Finance

- Responsible for agreeing the theatre’s technical budgets with the Executive Director and delivering the same to budget.
- Oversee and manage the expenditure of the budgets to cover maintenance work, equipment replacement and agreed new purchases (within budget) always providing multiple quotes and working economically.
- Keep records of all financial transactions and financial reporting as per the organisation’s financial management requirements.

8. Other

- To participate actively in the life of the arts centre and contribute to the development of its educational and community engagement programmes.
- The post-holder will be required to carry out administrative work associated with tasks at hand.
- Undertake other duties that may reasonably be required of them.

COMPANY CULTURE

In keeping with the ethos of Taunton Theatre Association all employees are invited to sometimes work beyond the scope of their job description in support of each other and events. This helps build rapport and good team spirit with colleagues, connects us with our audiences and with the volunteers on whom the organisation depends.

SKILLS AND ABILITIES

Excellent problem-solving and troubleshooting skills under pressure.

Strong organisational and time management skills, with the ability to prioritise and multitask across projects.

Clear and effective communication skills, both verbal and written.

Proficient in using Microsoft Office (Word, Excel, Outlook) and relevant technical software (e.g., lighting desks, sound systems).

Ability to read and interpret technical plans and risk assessments.

A proactive, hands-on approach with a flexible attitude.

A team player who maintains professionalism under pressure and is solutions focused.

Commitment to creating a safe, inclusive, and welcoming environment for all.

PERSONAL SPECIFICATION

| ESSENTIAL | DESIREABLE |
|---|--|
| Proven Experience in technical theatre including lighting, sound and stage management | Qualification in electrical or mechanical systems (eg PAT testing certificate) |
| Strong understanding of health and safety regulations including LOLER, PUWER and working at height | First Aid at work qualification |
| Experience of leading and managing teams including casual or freelance technical staff | Experience of working with volunteers |
| Practical knowledge of technical systems and infrastructure such as rigging, power distribution, AV and control systems | Knowledge of accessibility legislation and inclusive design in public venues |
| Experience of managing budgets, ensuring cost-effective resource allocation | Health and Safety training or qualification such as IOSH |
| Experience of acting as production manager in the design, build and delivery of a production including managing the set, lights, sound and costume budget | |

STAFF BENEFITS

28 days annual leave per year, including bank holidays, increasing by 1 day for every 2 years of continuous employment

A workplace pension scheme

Hybrid working practices where possible

Complimentary tickets and discounts on food and drink