

# **JOB DESCRIPTION: Technical Manager**

## **Tacchi-Morris Arts Centre**



### **Job Summary**

Tacchi-Morris Arts Centre is a vibrant, multipurpose venue delivering arts activities and performances for the whole community, including shows from education establishments, community groups, and professional touring productions. The centre is committed to the belief that engagement with the performing arts enhances skills, confidence, well-being, and personal development.

As Technical Manager, you will play a key role in supporting professional touring productions, in-house events, and, in particular, Monkton Wood Academy's music and performing arts shows. You will lead all aspects of technical production, including lighting, sound, audio-visual, and set-building, while ensuring the highest standards of health and safety.

Your responsibilities will include supervising pre-rigs, setting up equipment, managing working-at-height procedures, maintaining technical systems, and mentoring student and adult volunteers. You will also support wider theatre operations, including H&S compliance, fire safety, PAT testing, and the training of production staff and volunteers.

This is a flexible and rewarding role for a proactive, collaborative individual with proven expertise across multiple areas of technical theatre, capable of both leading a team and working independently to deliver high-quality productions.

### **Primary Duties and Responsibilities**

#### **Relationships**

- Build and maintain effective working relationships with the Centre Director and team members to ensure the smooth provision of practical and technical support within the department. Liaise with them to ensure all requirements are met.
- Communicate effectively and professionally with visiting companies, external hirers, staff and students in person, writing, electronically and by telephone. Communicate effectively and professionally with all stakeholders particularly regarding health and safety matters.
- Maintain good working relationships with visiting companies, external hirers, external service providers, contractors, and suppliers.
- Liaise with relevant on site-Technicians and performing arts staff to share knowledge, best practice, and innovations to continually improve and support the arts centre's programme.
- Adopt an appropriate communication style depending on the nature of the communication.

#### **People Management**

- Provide effective Line Management to the technical team of Theatre Technicians, Casual Duty Technicians, Technical Volunteers and students.
- Ensure uniformed delivery of service to all stakeholders across all events.
- Provide technical and practical advice and guidance and leadership to visiting companies, external hirers, staff, students and volunteers. Demonstrate proper use of equipment, resources and machinery to all.
- Ensure the highest possible level of health and safety of the working environment and follow all statutory regulations and in-house policies.
- Manage the needs of the technical requirements of the artistic programme and maintenance schedule by appropriately scheduling the working hours of other technical staff and where appropriate volunteers, to ensure staffing skills and levels are in line with contractual obligations of visiting companies, external hirers and in-house productions.

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### **Resource Management**

- Manage and coordinate all technical aspects of the arts centre's artistic programme including pre-rigs, Get-Ins, technical rehearsals, performances and Get-Outs.
- Undertake theatre lighting pre-rigs, sound setup and stage building for events and shows, overseeing all working at height processes.
- As part of the technical rota, act as the primary Duty Theatre Technician on shows and events.
- Provide high-quality technical support for all MWA productions, including creative lighting, sound, and set design. Where appropriate, support visiting CLF productions with technical and creative expertise.
- Ensure the safe and appropriate storage of materials, equipment, and other specialist resources.
- Ensure all resources within the department are maintained to the highest standards.
- Ensure the safe disposal of used materials and substances in accordance with guidelines and regulations.
- Maintain stock lists, inventories and asset registers.
- Oversee technical department stock control and ordering, liaising with the Centre Director to ensure budgets are adhered to.
- May be required to obtain materials by local purchase and handle petty cash.
- Source suppliers for equipment, repairs, and goods.
- Lead checks, cleaning and maintenance of tools, materials, and equipment. Ensure all routine maintenance of equipment has been scheduled (LOLER and EICR) and has been budgeted for, and/or undertake maintenance and repair when equipment is damaged, as required.
- Undertake Portable Appliance Testing (PAT)
- Ensure all areas of work are clean, tidy, and free from clutter.
- Be first aid trained and provide assistance as necessary (where there is a requirement to be first aid trained).
- Ensure all show reports, equipment records, emails, and other documentation are completed in an accurate, comprehensive, and timely manner.

### **Decision Making**

- Analysis of seasonal programme plans to make sure resources and workforce are prepared in good time to meet all expectations.
- Responsible for checking deadlines for own work and re-prioritising workload and working schedule. As Technical Manager, you would be expected to ensure that staff, including yourself have appropriate time-off/working hours, liaising with the Centre Director.
- Identify health and safety hazards, damage, or other related deficiencies; deal with them appropriately and in line with regulations, academy policies and procedures.
- Ensure that all equipment and practical tasks are in line with standards and regulations such as Control of Substances Hazardous to Health (COSHH) and relevant British Standard code of practice.
- Contribute to decisions regarding the repair or replacement of equipment.
- Undertake risk assessments (where relevant and trained to do so) as required.
- Ensure Risk Assessments, Method statements and toolbox talks are shared with staff under your supervision to ensure the highest possible safety standards are adhered to.
- Devise, maintain and implement systems and procedures designed to ensure all users operate safely within the venue.

### **Work Demands**

- Manage multiple, competing priorities simultaneously, often with limited notice and immovable deadlines linked to live performances and events.

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- Sustain effective decision-making and professional judgement in time-critical situations, including during performances and public-facing events.
- Respond constructively to unplanned changes, technical issues, or last-minute programme alterations while maintaining service quality and safety standards.
- Work with a high degree of autonomy, taking responsibility for resolving issues as they arise and escalating appropriately when required.
- Maintain consistent attention to detail and accuracy across concurrent activities, including scheduling, technical planning, and compliance processes.
- Balance planned technical operations with reactive demands, ensuring continuity of service and minimal disruption to users.
- Operate effectively within fixed performance times and externally driven deadlines where delays may have operational or reputational impact.
- Maintain compliance with safeguarding, health and safety, and organisational policies within a fast-paced and changeable operational context.

### Physical Demands

- The role will involve lifting, carrying, climbing ladders and working at height.
- Appropriate personal protective equipment such as safety boots, gloves, rigging helmets and safety goggles must be worn as required/instructed.

### Working Conditions

- Role is based at the Tacchi-Morris Centre although may involve occasional off-site work for attending specific rehearsals, outdoor events and training/conferences.
- This role operates under an annualised hours system, with termly rotas planned and agreed with the Centre Director in advance of each term.
- Irregular working hours and patterns are to be expected. The role includes evenings, weekends and school holidays.
- Will involve working at heights of up to 7m using specific equipment (Tallescopes and Zarges Ladder).
- Typically hours are any twelve hour period between 07:30am and 01:00 depending on the programme of events, with shifts of no more than 12 hours planned with a 12-hour gap between working hours (except during get-in and fit-ups where hours could rise to 16 hours per day).
- Ensure that the workspace is a clean and tidy environment.
- Will involve the exposure to and handling of hazardous substances and equipment in line with COSHH regulations.
- Attend meetings and events at other CLF sites and at other external locations, as required.

### General Expectations

#### Behaviour Expectations

- Champion engagement with the performing arts and its value in education and the community.
- Maintain **High expectations** in all we do, ambitious for ourselves, our communities, and our environment.
- Create **Equity** of opportunity, promoting inclusion, removing disadvantage and rejecting discrimination.
- Champion the success and life chances of **All children**.
- Furnish pupils and staff with the **Resilience** to succeed as lifelong learners.
- Harness our **Togetherness** to achieve more, collaborating proactively in the seamless unity.

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### **Expectations of Jobholder**

- Be aware of and comply with CLF policies as set out in the CLF Employment Manual as well as individual academy and Tacchi-Morris Arts Centre policies and procedures.
- Be committed to safeguarding and promoting the welfare of children and young people.
- Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.
- Demonstrate professionalism towards sensitive and confidential information and adhere to data protection legislation.
- Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training: Safeguarding Awareness and Working at height Training.
- Tallescope Training, COSHH Awareness, Manual Handling, First Aid Training, Fire Safety Awareness and Portable Appliance Testing are all required for this role. Commit to professional self-development, such as through participation in professional services network as necessary for the successful carrying out of the job.
- Undertake such other duties as are reasonable and commensurate with the grade of the post.
- Tacchi-Morris Arts Centre and the Academy are designated non-smoking sites.

NB: This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

**Signed:**

**Name:**

**Date:**