



## RECRUITMENT OPPORTUNITY

# THEATRE DEPUTY TECHNICAL MANAGER

**Gordon Craig Theatre and Stevenage Arts and Leisure Centre**

**Responsible to:** Theatre Technical Manager

**Key working relationships:** Venue General Manager, Maintenance Manager & Backstage Team

**Purpose:** to assist and lead the technical team in the setup and operation of theatre performances, concerts and events. There will also be a requirement to complete occasional building maintenance tasks. The position will involve working closely with external companies, directors, performers, and colleagues from the wider venue operation. The successful candidate will be a well-organised, self-motivated team player who is willing to support an extremely busy and fast-paced department. They will have excellent interpersonal skills and an ability to manage several projects at any one time, with the ability to prioritise tasks. This is an excellent opportunity for a dynamic individual with a keen interest in Technical Theatre.

### Technical & Production Services

- Assisting and deputising for the Theatre Technical Manager in the smooth and efficient running of all technical functions in the Venue.
- Gathering and collating show rider information, ensuring these are up to date on the venue management system.
- Implementing and maintaining the maintenance of the backstage areas, including Venue equipment and fixtures and fittings.
- Provide general administrative support to the Theatre Technical Manager including creating and reviewing Risk Assessments and Safe Systems of Work.
- Assisting the Theatre Technical Manager in producing documentation, and maintaining compliance in the Backstage Department.
- The role will liaise with external clients, organising hire deliveries and liaise with other in-house colleagues when required for Technical, Maintenance or Event requirements.
- Responding to specific technical queries via email and phone, or in person.
- Assisting the Theatre Technical Manager; and taking a key role in the generation of revenue, through Production Services, and assist in set builds, fabrications and electrical installations on sets.
- Assisting the Theatre Technical Manager; and taking a key role in the production elements of the yearly Pantomime, generating H&S Documentation, ensuring compliance and producing CAD drawings of scenic elements if required.

## **Maintenance**

- Complete maintenance tasks and ensure the standards in the venue meet company expectations laid out in the Everyone Quality Management System (EQMS)
- Assisting the Maintenance Manager at occasional times, in Planned Preventative or Reactive Maintenance, when asked to by the Venue/Technical Management.
- Develop and maintain the comprehensive Backstage and Technical LOLER and PUWER registers, and also the PFPE/PPE Database, and keep the asset list and database up to date.
- Assisting the Theatre Technical Manager in the generation of revenue, through Production Services, to enable the servicing of electrical items, effects machines, musical equipment etc.
- Monitoring PPM Schedules, Assets and Work Requests on EQMS-FM

## **General**

- To maximise income and minimise expenditure at all times.
- To deliver a customer experience that generates positive feedback.
- Undertake training as required.
- Attend meetings as required.
- To act always in the best interests of Theatre and Everyone Active SLM at all times.
- To take positive action to promote diversity and inclusion in all aspects of work of The Theatre.
- To abide by the venues and Everyone Active SLM policies such as Health and Safety, Diversity and Inclusion, Child Protection, Data Protection, IT policies, Environmental Sustainability, Licensing etc.
- To maintain confidentiality in all areas relating to the Theatre and Everyone Active SLM.
- To carry out such other duties as may be reasonably expected of the post.
- To deputise for the Technical Manager in his absence.

## **Person Specification**

### **Essential**

- 24 months plus experience in a Backstage/Technical role.
- Excellent verbal and written communication skills.
- Experience of working in a busy Theatre Technical Department, with previous Lighting Department experience, preferably operating ETC desks etc.
- Knowledge of Stage Management and Sound systems, preferably Yamaha and D&B Audiotechnik.
- Knowledge and Experience of managing Health and Safety in the Theatre Industry
- Excellent time management skills, with the ability to work under pressure and to deadlines
- Confident in using Microsoft Word, Excel, Outlook, AutoCAD LT with the ability to confidently learn new software.
- Values and respects others at all times.
- Confident, friendly and approachable.
- Honest and reliable.
- Willingness to learn new skills through both formal and on the job training.
- Flexibility and willingness to work additional hours (including evenings and weekends).

## Desirable

- Knowledge and experience of current rigging and work at height practices, flying systems and staging
- Experience of working with a variety of touring companies and corporate clients
- Experience in completing maintenance tasks
- Experience of Set Design, Building and Construction.

## Essential Qualifications & Competencies

- 1st Aid Qualification
- IOSH Managing Safely for Theatre and Production
- ASP Pyrotechnic Safety Awareness
- Previous Management Experience

## Desirable Qualifications & Competencies

- Qualification or proven experience in Stage Management or Production Management
- NEBOSH General Certificate in Occupational Health and Safety
- C&G Qualification in BS7671
- C&G Assured Certificate in BS7909: Temporary Power Systems
- Experience of In Service Inspection and Testing of Electrical Equipment (PAT Testing)
- IPAF 3A & 3B
- PASMA – Mobile Towers

This job description will be subject to review on a regular basis to reflect the changing requirements of Theatre and the developing skills of the post holder. We acknowledge that this is a wide-ranging job description and recognise that the post holder will require support, such as training in some areas, which will be provided.

[www.everyoneactive.com](http://www.everyoneactive.com)

Everyone Active is an equal opportunities employer and an Investors in People organisation, who are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All applicants will be required to undertake checks and references prior to appointment.

Voted No 1

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