

JOB DESCRIPTION

Technical Manager

Reports to: General Manager, Marina Theatre Trust

Direct Reports: Technical Staff

Summary of Role

Management and provision of the Marina Theatre's Technical Services to include both events and maintenance of equipment and facilities.

To set and deliver financial targets with the General Manager. In liaison with the Operations Team, to ensure all technical specifications for shows are communicated and delivered safely in compliance with the Trusts processes & procedures and its legal duties.

As well as being responsible for the Technical strategy, the role is hands-on and involves the day-to-day running of the Technical operation and some building maintenance.

Key work activities and responsibilities

- 1. Ensure that all technical aspects of events at the Marina Theatre or presented by or in collaboration with the Marina Theatre Trust are planned & operated to the highest industry standards:**
 - Liaise with artistes, agents, hirers and their representatives to ensure contractual responsibilities are defined, understood, met and appropriately delivered. .
 - Provide specialist technical assistance and support to all events promoted by the Marina Theatre.
 - Negotiate terms for additional services required by hirers, agents and artistes.
 - Produce and manage a phased programme of equipment development and replacement.
 - Maintain accurate stocktakes and inventories of equipment and supplies.
- 2. Supervise and control the activities of all technical staff operating at the Marina Theatre:**
 - Prepare and distribute staff rotas for all technical work based on contractual commitments, health and safety requirements and agreed budgetary limits.
 - Deliver or arrange training for all technical crew to ensure operational standards are maintained at all times.
 - Ensure all staff operate a personal and team focussed safe working culture and are aware of licensing and health, safety and welfare requirements relevant to their working environment, and the theatre as a whole.
 - Ensure all technical duties are conducted in a safe, sustainable and efficient manner.
 - Advise visiting staff to the safe operation of house equipment and maintain safety in the production environment at all times.
 - Perform projectionist duties for the programme of films and screenings, or ensure provision accordingly.
 - Ingest content and make up film presentations in accordance with set guidelines for quality and film classifications.
 - Ensure the preparation of content/material for and the presentation of film and screening programmes is of a high standard.
 - Ensure that health, safety and welfare requirements for film presentations are met.

3. Ensure compliance with all health, safety and welfare duties and licensing requirements with regard to the Marina Theatre:

- Keep accurate records relating to health, safety and welfare for the technical department, and maintain the companies Accident Book.
- In conjunction with the Operations Team, plan, action and lead on the Evacuation/Invacuation training for all Marina Theatre staff and volunteers and help evolve the Marina Theatre Trust Evacuation/Invacuation Procedures and Policies.
- In conjunction with General Manager and Operations Team, ensure that regular Risk Assessments are undertaken, recorded, actioned, and updated as necessary.
- Provide bi-monthly reports to the General Manager and Board Trustees for the Board Meetings

Equipment maintenance

- Ensure that all technical equipment is maintained in an operational and safe condition.
- Ensure all staff are competent to and do carry out before use visual inspections and safety checks of technical equipment.
- Identify and arrange repairs or maintenance of equipment as required.
- Organise and oversee annual inspections including those with regards to LOLER and PUWER and Access Equipment amongst others.
- In conjunction with the General Manager, FOH Manager and Facilities Manager, organise and oversee annual building wide Portable Appliance Testing.

The listing of main responsibilities and main duties is not necessarily exhaustive and may be changed at management discretion to reflect the needs of the company.

Staff Management:

Responsible for the day-to-day range of staff management matters, which will include regular communication, staff schedules, training, appraisals, development, recruitment & selection and, where necessary, employee relations processes such as grievance and disciplinary matters.

Meet with the teams regularly and ensure they are informed of all theatre news and any changes to practices, procedures, regulations etc.

In conjunction with the General Manager and Facilities Team, prepare staff rotas for building maintenance.

General Duty Management Responsibilities:

The Technical Manager, is one of the Senior Managers, will act as a duty officer for the venue as required in order to ensure that the venue is operated in a safe and secure manner. During performance times this role will be in support of the designated Duty Manager ensuring the safety and comfort of the public, employees and visiting companies and that all statutory and regulatory requirements are met.

The duty officers will act as key holders for the building, and when required will oversee the safe and secure opening and closing of the entire premises.

In addition, a duty officer will be part of the emergency call list in the event of the need for out-of-hours attendance.

Financial and Physical Resources:

Responsible with the Finance Manager and General Manager for defining and agreeing the budget and financial targets within their area.

Responsible for developing an agreed scope for the contribution of their department to the overall theatre Business Plan and responsible for deliverables in support of the business plan which are within their field of competence.

Responsible for developing an agreed scope for the contribution of their department to the environmentally sustainable operation of the overall theatre Business Plan and responsible for deliverables in support of the sustainable practise which are within their field of competence.

Responsible for ensuring adherence to their department financial and sustainability budgets, ongoing monitoring, record keeping, documentation and availability for scrutiny.

Responsible for making recommendations in their area, providing advice and preparing reports or briefings as required by the General Manager.

Establish and deliver an improvement framework to achieve value for money, greater efficiency and sustainability in annual departmental budgets year on year.

Personal specification:

Personal specification	Essential	Desirable
Minimum 2 years relevant technical management/ supervisory experience in a theatre	Yes	
Operational knowledge of theatre lighting, live sound, film projection, Counterweight and Hemp flying systems	Yes	
Qualifications in a technical discipline and/or Health and Safety		Yes
Knowledge of current health, safety and welfare legislation	Yes	
Experience in producing and managing Risk Assessments	Yes	
Strong communication and interpersonal skills	Yes	
Ability to think on their feet and take the initiative	Yes	
Good at applying tact and diplomacy	Yes	
Team-working skills	Yes	
The ability to lead and motivate staff	Yes	
Good administrative and IT skills	Yes	
Good numeracy and financial skills. Experience of managing a budget	Yes	
An appreciation of customer expectations and commercial demands	Yes	
The ability to work under pressure	Yes	
A well-organised approach to work	Yes	
Flexibility and the ability to solve problems in a pressurised environment	Yes	
Have customer-facing experience		Yes
Experience in improving service delivery		Yes
A natural drive and determination to improve standards and profitability		Yes
First Aid Certificate		Yes
<u>Name:</u>		
<u>Signature:</u>	<u>Date</u>	