

ROLE OVERVIEW	
<b>Title:</b>	Deputy Technical Manager
<b>Department:</b>	Technical
<b>Reporting to:</b>	<ul style="list-style-type: none"> <li>• Technical Manager</li> </ul>
<b>Key Relationships:</b>	<ul style="list-style-type: none"> <li>• Artistic Director and Chief Executive</li> <li>• Paid staff, volunteers and trainees</li> <li>• Suppliers</li> <li>• Visiting companies</li> </ul>
<b>Hours:</b>	37.5 hours per week fully flexible averaged over a rolling 17-week period
<b>Direct Reports:</b>	Currently up to 3
<b>Job summary:</b>	<p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• implement, maintain, promote and comply with company Health and Safety Policies and Risk Management Systems at all times, maintaining the safest possible environment for colleagues, Visiting Companies and customers</li> <li>• support the Technical Manager in promoting a strong health and safety culture at The Albany, leading by example</li> </ul> <p><b>Technical</b></p> <ul style="list-style-type: none"> <li>• deputise for the Technical Manager when required</li> <li>• assist the Technical Manager in managing all aspects of Events held in any Venue at the Albany Theatre within agreed schedules and budgets</li> <li>• carry out any practical work when required to deliver events, from show fit-ups to operating sound and lighting equipment or stage management to the highest professional standards</li> <li>• assist in or lead the efficient scheduling of technical staff and volunteers to service the operational needs of The Albany Theatre at any time</li> </ul> <p><b>Property, Building, Maintenance</b></p> <ul style="list-style-type: none"> <li>• working with the Technical Manager <ul style="list-style-type: none"> <li>• ensure the building and equipment is maintained to the highest standards at all times</li> <li>• manage venue inspections, services and maintenance visits</li> </ul> </li> </ul> <p><b>Development and Training</b></p> <ul style="list-style-type: none"> <li>• assist in the development of a skilled, cohesive, and motivated team of paid staff and volunteers by ensuring high standards of recruitment, communication, development, and training, delivered personally where required</li> </ul>

	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• contribute to the development of long-term plans to upgrade the Albany Theatre’s technical provision</li> <li>• support the continuous improvement of departmental policies and practices, encouraging the appropriate involvement of all paid staff and volunteers</li> <li>• take a leading role in providing meaningful management information and maintaining reporting systems as required</li> </ul>
<b>Systems Knowledge:</b>	<ul style="list-style-type: none"> <li>• use in-house systems and resources to manage workload</li> <li>• keep up to date with industry technological developments, working practices, and evolving regulatory or legislative requirements</li> <li>• use your developing knowledge to drive improvements</li> </ul>
<b>Personal development:</b>	<ul style="list-style-type: none"> <li>• take responsibility for personal development and agree a personal development plan with the Technical Manager</li> <li>• recognise personal skills and knowledge “gaps” and identify and undertake training to address them</li> </ul>
<b>Ad-hoc tasks:</b>	From time to time, ad-hoc but specific tasks will be assigned by the Technical Manager, to be completed to the agreed standard and timescale

<b>Person Specification: ( E ) = Essential ( D ) = Desirable</b>	
<b>H&amp;S</b>	<ul style="list-style-type: none"> <li>• good knowledge of Health &amp; Safety requirements, including a working knowledge of related legislation, with relevant qualifications ( E )</li> </ul>
<b>People</b>	<ul style="list-style-type: none"> <li>• excellent personal and intrapersonal skills ( E )</li> <li>• experience of and the ability to organise, support and inspire paid colleagues, trainees and volunteers of different abilities and ages ( E )</li> <li>• experience of working with and supporting creative teams and external theatre designers ( E )</li> </ul>

April 2024

**Personal**

- calm working under pressure with a 'can-do' attitude to work ( E )
- committed to the continuous improvement of working practices ( E )
- the ability to manage your workload effectively and be self-supporting, whilst integrating and liaising effectively with a team ( E )
- a good knowledge of and passion for theatre and the performing arts ( E )
- good verbal and written communication skills ( E )

**Experience**

- a minimum of 4 years' experience working in a busy, multi performance space venue ( E )
- experience in mixing audio and sound production design, e.g. for bands and musicals ( E )
- thorough knowledge and experience of current stage and rigging techniques ( E )
- ability to record technical information via production meetings with external hirers ( E )
- a sound understanding of Microsoft office products ( E )
- previous technical stage experience of working in a producing or presenting theatre ( D )
- practical experience in scenic construction including metal work and carpentry skills ( D )
- strong understanding of MAC OS and Qlab software ( D )
- a good understanding of Cad software both compiling and interpreting ( D )
- experience of running video projection software ( D )