



### **Why are we recruiting a Deputy Technical Manager?**

The Albany Theatre in Coventry is entering a new phase. As well as our 640 seat main auditorium, we now have two Studio Theatres and two further flexible spaces used for workshops, rehearsals and meetings, as well as a new café and improved bar and box office facilities. We have enhanced facilities including a Changing Places toilet, and aim to become the most accessible arts venue in the city.

With these new facilities comes an increased workload, and the need to strengthen our management of our technical resources. It is most important to understand that whilst with this addition we will have a team of four professionals, we rely on the support and expertise of volunteers and trainees. We plan to run a BTEC in Technical Theatre in partnership with Coventry College starting in September 2024.

### **What are we looking for?**

We want our team to represent the same diversity of audiences and artists we welcome into our venues every day, and we are keen to hear from a diverse range of candidates from all backgrounds drawing on different perspectives, experience and knowledge. We particularly welcome interest from Black, Asian, Minority Ethnic and disabled candidates who would like to join The Albany's great team.

The great team you will join has a passion for the arts and for engaging the many communities in Coventry and the wider area. Each team member brings their own skillset; each is keen to make The Albany the most inclusive professionally managed community-led arts venue in the city; each is willing to get stuck into many tasks at once and is comfortable with deadlines, having a strong ability to prioritise, and each is able to handle pressurised situations calmly. Because our professional team is small, each member has greater responsibilities and more freedom to use their initiative than they would get in other organisations at a similar level.

Team members thrive in an environment that strives for continuous improvement and gain their greatest satisfaction from “getting things done”, whilst working within our agreed strategy delivery programme (which is reviewed annually by the whole staff and volunteer team).

Above all, they are each reliable, driven and lovely people. The positive and supportive relationships between the team members are our greatest strength. They thrive in an environment where relationship skills are as important as experience and knowledge.

If you join our technical team, you will fit in because of who you are as much as for what you offer.

## **A day in the life**

Please read the Job Description and Person Specification to understand the key requirements of this role, but we thought it might help to look behind the formal description at what life is like at The Albany.

No two days are the same.

The most important element of your responsibilities is keeping the theatre and anyone in it safe at all times. This includes of course staff, patrons and visitors, but it can also include contractors, so knowledge of for example CDM/risk assessments, safe working practices, COSHH assessments etc is important whether for works in the theatre or venue inspections, service or maintenance visits. You will lead by example, promoting a strong health and safety culture throughout the organisation. Working with the Technical Manager (TM) you will manage and update the company's policies and procedures regularly and as required.

It is the technical team that looks after the building, so whilst you don't have to be a bricklayer, the ability to respond to situations and identify shortcomings in building fabric and infrastructure, as well as deficiencies in technical equipment is important. You will also be directly involved in managing our fire alarm tests and reporting faults.

You will often be the technical lead for an Event; you will have spoken to the Visiting Company and understood their needs, planned and organised your staffing deployment and be ready on the day to deliver an excellent outcome. Diary management is important as you will assist in managing rotas (including for casual staff), so good communication skills are vital.

Of course, you will work on Events. Whilst we are looking for someone with a bias towards sound, what is most important is that we recruit the right person. As well as sound, you will be able to work on fit-ups, get-outs, pre-rigs and show crew. You will operate sound and lighting equipment and will deal with everyone – from the most experienced professionals to enthusiastic amateurs – with the same positive and supportive approach.

Working with the TM, you will help recruit and then devise and deliver training for staff and volunteers. It is important that we ensure high standards of recruitment, communication, development and training.

Above all in this role, you will relish the variety and the opportunities to use and develop your skills. You will enjoy working with people who share your commitment and energy and the sense of achievement of doing a good job very well.

We look forward to hearing from you.