

ROLE OVERVIEW	
Title:	Theatre Technical and Production Manager
Department:	Technical
Reporting to:	<ul style="list-style-type: none"> Theatre Director
Key Relationships:	<ul style="list-style-type: none"> Paid technical staff including apprentices and interns Technical volunteers and Volunteer Coordinator Theatre Manager Finance Programming Suppliers Incoming stake holders and Visiting Companies
Hours:	37.5 hours per week fully flexible averaged over a rolling 17-week period
Direct Reports:	Currently three
Job summary:	<ul style="list-style-type: none"> the Technical Manager is responsible for “Behind the Curtain” technical operations and works with “Front of House” staff to ensure the safe, effective and smooth day-to-day running of the Albany Theatre. They share the responsibility of ensuring all necessary but overlapping tasks are undertaken, reporting to the Theatre Director. the Technical Manager’s key responsibility is to support and promote the Albany Theatre Trust’s “Arts for Life” vision by ensuring through management that the technical team – comprising paid staff and volunteers – delivers appropriate technical support, considering available resources, to ensure the highest standards for all activities.
Responsibilities:	<p>Health & Safety</p> <ul style="list-style-type: none"> ensuring that working practices throughout the building comply with current Health & Safety regulations and the ATT Health & Safety policy ensuring that all fire risks are managed; ensuring that a trained person is responsible for evacuation (zones 21, 9 and 23) at all events involving the public ensuring safe working in technical operations in all areas of the theatre, conforming to the appropriate legislative and licensing requirements and to current ATT policies notifying in writing to the Theatre Director any Health & Safety issues that arise and ensuring that agreed or necessary responsive remedial works are carried out ensuring risk assessments for the stage elements of productions, and general risk assessments for specific areas of work within the department are maintained and followed

	<ul style="list-style-type: none"> • producing and maintaining Health & Safety records relevant to the department as required • contributing to the continuous review and improvement of all ATT policies applying in any and all ways that relate to technical operations <p>Financial</p> <ul style="list-style-type: none"> • working with the Theatre Director to devise annual technical budgets, identifying maintenance and development requirements • managing available resources flexibly (budgetary, personnel and equipment) to ensure their most efficient use and best value for money • discharging responsibility for technical budgets effectively, including quarterly management reports <p>Production</p> <ul style="list-style-type: none"> • providing a high standard of technical support and operation to all events held within and external to The Albany Theatre • demonstrating a high level of skill within at least two of the areas of lighting, sound, video and set design and expertise in one area • acting as Production Manager for all in-house produced events and performances • having a high level of knowledge of the production process • being able to create and agree production budgets • allocating production roles for all in-house productions to the technical team, ensuring that all events are supported by adequate and appropriately competent technical staff and ensuring effective delivery • ensuring production meetings, rehearsals, technical rehearsals, get-ins, get-outs and performances are staffed as required • ensure that technical requirements for incoming events are agreed contractually prior to the event, liaising with the Events Team • managing the maintenance, hire or purchase of necessary equipment for all events and activities to meet agreed scheduling, budget and technical requirements • ensuring that all backstage activities comply with relevant Health and Safety regulations, for example including but not limited to Working at Height and Loler • ensuring adequate stocks of consumables are held and managed • ensuring that show reports are completed and filed for events <p>Maintenance</p> <ul style="list-style-type: none"> • developing, in conjunction with the Theatre Director, medium and long-term plans to upgrade the Albany Theatre's technical provision
--	---

	<ul style="list-style-type: none"> ensuring the upkeep of stage and workshop equipment, including statutory annual inspections and regular maintenance and keeping up to date records of equipment and maintenance ensuring that all portable electrical equipment in use in the theatre at any time has a current PAT certificate ensuring that all stage areas are always kept in a safe, clean and presentable state planning and managing routine technical maintenance tasks preparing plans and schedules for any non-routine maintenance work <p>General</p> <ul style="list-style-type: none"> providing meaningful management information and maintaining reporting systems as required attending management meetings and reporting information back to the departmental team developing and maintaining a robust staffing infrastructure, managing a training and development programme for paid staff including apprentices and unpaid technical volunteers ensuring the continuous improvement of departmental policies and practices, encouraging the appropriate involvement of all paid and unpaid staff
Systems Knowledge:	<ul style="list-style-type: none"> using in-house systems and resources to manage workload keeping up to date with industry technological developments, working practices, and evolving regulatory or legislative requirements using developing knowledge and understanding to drive improvements
Personal development:	<ul style="list-style-type: none"> taking responsibility for personal development and agree a personal development plan with the Theatre Manager recognising personal skills and knowledge “gaps” and identifying and undertaking training to address them
Ad-hoc tasks:	From time to time, ad-hoc but specific tasks will be assigned by the Theatre Director, to be completed to the agreed standard and timescale
Person Specification: (E) = Essential (D) = Desirable	
H&S <ul style="list-style-type: none"> good knowledge of Health & Safety requirements, including a working knowledge of related legislation, with relevant qualifications (E) 	

- knowledge of and/or training in managing Health & Safety, including First Aid, Manual Handling, Working at Height (Rope Access, Mobile Elevated Work Platforms etc.) (E)

People and Personal

- a good knowledge of and passion for theatre and the performing arts (E)
- a positive, 'can-do' attitude to work, and a commitment to improve working practices continuously (E)
- excellent personal and intrapersonal skills; a patient, good humoured, positive and supportive approach to working with colleagues with differing levels of experience and expertise; calmness when working under pressure (E)
- experience of and the ability to organise, support and inspire paid colleagues, trainees and volunteers of different abilities and ages (E)
- experience of working with and supporting creative teams and external theatre designers (E)
- the ability to organise, support and inspire paid and non-paid volunteer staff committed to the continuous improvement of working practices (E)
- the ability to manage the workload effectively and be self-supporting, whilst integrating and liaising effectively with a team (E)
- good verbal and written communication skills (E)
- committed to flexible working, including scheduled evenings and weekends, including the anti-social hours frequently required in the position
- proven leadership skills, with experience of managing teams and staffing requirements for fit-ups, get-outs and running shows (E)

Experience

- a minimum of 4 years' experience working in a busy, multi performance space venue (E)
- previous technical stage experience of working in a producing and receiving theatre (E)
- previous experience of working with and supporting creative teams (E)
- a working knowledge of electrical systems, preferably with a relevant qualification (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)
- 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)