

ROLE OVERVIEW	
<b>Title:</b>	<b>Theatre Technical and Production Manager</b>
<b>Department:</b>	Technical
<b>Reporting to:</b>	<ul style="list-style-type: none"> <li>Theatre Director</li> </ul>
<b>Key Relationships:</b>	<ul style="list-style-type: none"> <li>Paid technical staff including apprentices and interns</li> <li>Technical volunteers and Volunteer Coordinator</li> <li>Theatre Manager</li> <li>Finance</li> <li>Programming</li> <li>Suppliers</li> <li>Incoming stake holders and 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 three
<b>Job summary:</b>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>
<b>Responsibilities:</b>	<p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>ensuring that working practices throughout the building comply with current Health &amp; Safety regulations and the ATT Health &amp; Safety policy</li> <li>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</li> <li>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</li> <li>notifying in writing to the Theatre Director any Health &amp; Safety issues that arise and ensuring that agreed or necessary responsive remedial works are carried out</li> <li>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</li> </ul>

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

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

February 2026

- 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)