



The Kings Theatre Trust Ltd

Job Description

Job Title: Technical Manager	Reporting to: General Manager
Name of Incumbent:	Signed by Employee:
	Date signed:

Purpose:

To manage the running of the Technical/Stage department, including management of the team, planning and delegating tasks to ensure everything is covered both in terms of planned and reactive responsibilities.

Main responsibilities;

- Protect the sustainability, income and reputation of Kings Theatre Trust Ltd.
- Manage the operational delivery of organisational objectives.
- Contribute to the theatre's business plan, corporate strategy and annual budgets and to ensure they are delivered.
- Take responsibility for the strategic planning of team holidays and days off to ensure adequate operational cover in the theatre.
- Ensure team appraisals are completed and logged in a timely manner.
- Take an active role in the Health & Safety activities of the theatre.
- Positively lead, support and develop staff to encourage an effective work force.
- Ensure the day to day operation and activities relating to the technical operation of the theatre are adequately staffed according to show and business requirements, taking into account the working time directive, ABTT guidance and best practice.
- Communicate effectively with incoming companies regarding show requirements, ensuring rider responses and staff rotas are completed and effectively distributed to all relevant parties.
- In consultation with the Assistant Technical Manager, advise the SLT when lighting, sound, A/V, automation or staging matters are impractical or outside the capabilities of the theatre, and to suggest alternative arrangements that fall within the artistic interpretation required by the production.
- In liaison with Assistant Technical Manager source best prices and order new technical equipment within authorised budgets.
- To ensure the Technical Team maintain accurate equipment inventories and update technical specification and procedural documentation.
- Effectively manage the maintenance of all technical facilities and equipment.
- Plan and manage the department equipment and staffing budget, maximising staff recharges whilst ensuring work life balance and the requirements of the visiting company are maintained.

- Participate in the rigging, focusing, plotting, and operation etc. of lighting and sound equipment as well as operation of the hemp flying and motors as required.
- Where necessary act as head of department for the incoming production ensuring the highest standards of customer service are provided.
- Seek and devise methods to minimise the environmental impact of the business.
- Ensure all visiting companies/ productions to the theatre are professionally supported, including management of get-ins, shows and get-outs; delivering a high standard of customer service.
- Signing off of timesheets and contra item, providing accurate information to the finance and HR/payroll teams.
- Effectively Manage the Technical Team, ensuring they have the resources required to fulfil their roles.
- Effectively Manage the Stage Door team, ensuring the highest level of customer service whilst at all times maintaining the highest standard of building security
- To work with the General Manager to ensure the public areas of the theatre and its facilities are in a safe and presentable condition
- Provide advice to all other areas of the theatre with regard to the safe and proper use of theatre and stage equipment.
- To assist the Production Manager for Co pro and in house productions, attending production meetings where necessary, compiling budgets and schedules and ensuring the production is delivered to the highest possible standards.
- When required source and hire in additional equipment in required for specific productions. Where named items cannot be acquired, inform the company and suggest alternatives.
- Contribute to the development of the Kings Theatre health and safety policy and the development of safe and efficient systems of working. Implement said policies and procedures with all department staff ensuring training is completed and documented in a timely manner.
- Keep abreast of current developments in health and safety within the live entertainment industry, consider and address any health and safety issues that arise in respect of the visiting show.
- Ensuring the maintenance and safety of all technical areas and implementing best practice across the department.
- Keep abreast of developments within the industry relating to equipment, innovation and best practice.
- To work together with other members of staff in the event of an emergency.
- With the General Manager analyse evacuations, suggest possible improvements and help implement these across the organisation.
- Act as a key holder for the venue and be responsible for its security.
- To wear the uniform, protective clothing and name badges provided at all times.
- To act as a 1st Aid appointed person for the theatre and as such maintain a valid 1st Aid at Work qualification.
- To take part in meetings as per the meeting schedule and others as required.
- Be pro-active in your approach to problem solving and have a 'can-do' attitude.

This job description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

This job description will be reviewed on a regular basis and will, in consultation with the post holder, be adjusted as necessary in line with the developing nature of the Kings Theatre's activities.

PERSON SPECIFICATION		
Attainments	Essential	<ul style="list-style-type: none"> • Basic numeracy and literacy
	Desirable	<ul style="list-style-type: none"> • Recognised Professional Technical Theatre qualification • Technical course undertaken (degree, diploma or apprenticeship)
Special Aptitudes / Knowledge	Essential	<ul style="list-style-type: none"> • A thorough understanding of the production process and theatre production techniques • Knowledge of how to use modern lighting, sound and other technical equipment • Using and maintaining a range of technical equipment within a theatre environment • Experience of working with planned maintenance programmes • Physically able to lift and work at heights, experience in manual handling and working at height • Experience of implementing health and safety ensuring compliance with key legislation relevant to a theatre environment • Experience of managing a team • Previous experience of working as a Theatre Technician in a manager or supervisory position • Experience in the preparation of procedures and work instructions with respect to key facility operations / areas
	Desirable	<ul style="list-style-type: none"> • Experience working with professional and amateur theatre companies • Experience in mixing live sound on digital desks using a large number of mics • Ability to use Microsoft Office software, including Word, Excel and Access
Interests	Desirable	<ul style="list-style-type: none"> • An interest in the Theatre and the Arts
Disposition	Essential	<ul style="list-style-type: none"> • Self-starter • Energetic with a “can do” attitude, ability to improvise and problem solve when faced with unexpected situations • Attention to detail • Ability and will to use own initiative • Ability to work well in a team • Able to motivate a team • Actively build positive relationships both internally and externally • Work well under pressure and to tight deadlines