



HEAD OF TECHNICAL & STAGE

Job Title: Head of Technical & Stage

Reports to: Chief Executive Officer

Appointed by: Interview Panel

Period of Appointment: 37.5 hours per week (evening and weekend working will be required)

Salary: Up to £40K (subject to experience & qualifications)

Purpose of Role

The Head of Technical & Stage is responsible for effectively and efficiently managing the theatre's technical operations. The post holder will also oversee the venue's reactive and preventative maintenance programmes, and actively assist/support the Senior Leadership and Project Teams in delivering development and refurbishment projects.

The role is required to ensure that all the technical aspects of the theatre's busy programme of events are met and delivered to a high standard.

The role will report to the CEO and work alongside all departments.

Working hours will require flexibility and will include evenings and weekends.

Key Responsibilities

- To manage the day-to-day operation and activities of the technical department
- To ensure that all requirements of visiting productions are met and executed professionally and to the highest standards.
- To set and effectively manage technical and maintenance budgets as required.

- As a member of the Wider Management Team, to engage and contribute in all aspects of the Theatre’s mission, community objectives, and operation.
- To manage the permanent technical team, ensuring that their time and workload is managed effectively and efficiently.
- To monitor permanent staff lieu time and holidays.
- To recruit and manage casual and volunteer crew.
- To ensure that casual staff timesheets are signed off accurately for processing.
- To complete and oversee Induction training, ongoing staff learning and development and 1 to 1 staff reviews.
- To act as Duty Technician during events.
- To implement and oversee the Health & Safety in all backstage and on-stage areas, adhering to regulations and theatre policies and procedures.
- To manage and monitor the technical equipment to ensure it is maintained and inspected regularly and that accurate records are kept.
- To improve and develop the operational efficiency and management of the technical facilities.
- Be involved with the maintenance and understanding of the historic stage equipment including managing the team of volunteer crew.
- Be involved in the capital programme development and contribute towards the technical equipping of the venue.
- To work closely with all departments to ensure the smooth running of all events.

Role Requirements

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| • Experience of working at a senior level in the technical department of a theatre. | Essential |
| • Experience of stage management, professional pantomimes, and in house/amateur productions. | Essential |
| • Knowledge of and ability to operate sound and lighting systems | Essential |
| • To engage in relevant training programmes, including First Aid at Work, Working at Height, Fire Prevention, Pyrotechnics, and any other course required to effectively execute the HOD duties. | Essential |
| • Experience of managing a team and investment in onward development and wellness. | Essential |
| • Knowledge of theatre technical equipment and practices | Essential |
| • Knowledge of health & safety best practice and regulations, as stipulated in the Health and Safety at Work Act 1974. | Essential |
| • To have an IOSH health and safety qualification. | Essential |
| • To engage with recognised industry bodies to help ensure best practices are understood and implemented. | Essential |

- Knowledge and experience of working with heritage venues with English Heritage listed status. Desirable
- Experience of working with major promoters and artist. Desirable

Additional General Requirements

- Strong verbal and written communication skills.
 - Good relationship building skills.
 - Excellent time management and organisational skills.
 - Ability to use initiative and be a self-starter.
 - High level of attention to detail.
 - Good MS Office and IT Skills.
 - An interest in arts and entertainment industries.
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Applications

Closing date for applications is 9am Monday 12 August 2024.

We encourage candidates to give as much detail as possible about their previous experience, specific to the responsibilities and requirements detailed in the Job Description.

Please complete the application form and send via email with the subject line 'HEAD OF TECHNICAL & STAGE' to jobs@ttoh.uk