

# JOB DESCRIPTION

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<b>Job Title:</b>	<b>Technical Manager – New Theatre Peterborough</b>
<b>Responsible to:</b>	Theatre Director
<b>Place of Work:</b>	New Theatre Peterborough
<b>Hours of Work:</b>	40 hours a week, including some evenings and weekends.
<b>Salary:</b>	£30,000 to £32,000 per annum
<b>Contract:</b>	Permanent Contract
<b>Pension:</b>	Company Pension Scheme available
<b>Probation:</b>	6 months
<b>Start Date:</b>	1 August 2019

**Purpose of the Job:** Responsible for the day-to-day technical and facility management of the venue and the safe presentation of all productions, hires and events. You will work hard to achieve the vision of the New Theatre Peterborough and ensure a safe and compliant environment at all times.

## **Key Responsibilities:**

### **Main Duties**

- Responsible for the technical requirements of the Front of House, Stage and Backstage areas of the venue, ensuring a safe operation for staff and visiting companies, artists, technicians and associated personnel at all times.
- To pre-manage and ensure the production of all shows by producing a Technical Schedule for each event and show in accordance with the event's production specification, including the provision of staff, equipment, facilities and resource and to liaise with visiting companies, promoters, producers and hirers on providing relevant services.
- Ensure the successful presentation of all shows and events within the venue ensuring the highest possible standards are maintained for visiting companies and the customer.
- To provide line management to the technical team and lead on recruitment and training.
- Be pro-active in your approach to problem solving and have a 'can-do' attitude.
- A brand ambassador for the theatre as well as Selladoor Venues and act as a Duty Manager as and when required.

**Operational**

- Gain an understanding of the whole building and all its capabilities – in production the lighting, sound, relays, video and cabling and as a building the air handling, alarms, lift, etc.
- To work on the maintenance upkeep of the building, keeping records to ensure regular maintenance checks are carried out on a regular basis in line with external contractors.

**Health & Safety**

- Ensure relevant legal obligations are met at all times by staff and visiting companies in accordance with the companies Health & Safety Policy and to produce local H&S arrange.
- To ensure that all get-in, fit-ups and get-out regulations are adhered to, Health & Safety check sheets are accurately completed and truck loading plans are adhered to.
- To carry out and maintain all relevant safety operation tasks, including risk assessments, PAT and other testing, theatre equipment maintenance and inventory.
- To ensure weekly checks are completed for fire alarms, emergency lighting, lighting, plumbing and fire fighting equipment.
- To ensure all relevant staff and volunteers are trained in manual handling, first aid, marshalling and fire/evacuation procedures.
- To ensure the venue meets Fire Risk Assessment requirements and to oversee the annual Fire Risk Assessment and ensure all action points are actioned.

**Financial**

- Maximise revenue from the effective use of staff and services by way of recharges and service charges, ensuring the best possible practice at all times, including the accountability and regular review and monitoring of income and expenditure and liaison with third party users.

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.

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Closing date: 7 June 2019