

DOWNSTAIRS THEATRE TECHNICAL MANAGER

SUMMARY OF THE BROAD PURPOSE OF THE POSITION AND ITS RESPONSIBILITIES/DUTIES

The Downstairs Theatre Technical Manager is a full-time position, working closely with the Company B's Downstairs Theatre Director and Production Manager, and the artists and artistic teams that perform in the Downstairs Theatre season, including hirers and B Sharp participants. The Downstairs Theatre Technical Manager is responsible for all technical operations of the Downstairs Theatre and is the key liaison between the company and hirers for all technical matters related to their use of the Downstairs Theatre.

DUTY STATEMENT

1. Responsible for overseeing all aspects of the Downstairs Theatre bump-ins and bump-outs, principally in lighting and sound.
2. Responsible for technical operation (including operating lighting and sound equipment) during performance seasons of B sharp and outside hirers.
3. Responsible for programming the computer lighting board during plotting sessions for all outside hires and B Sharp shows and any other Company B activities in the Downstairs Theatre.
4. Responsible for booking and arranging hire of extra technical equipment when appropriate.
5. Responsible for updating and ordering production consumables, lamp stock, tapes, audio supplies, cabling etc. in association with the Upstairs Theatre Technical Manager
6. Responsible for up-dating and allocating lighting plans, theatre/set plans and technical lists
7. Responsible for cleaning, repairing and maintaining all Downstairs Theatre technical equipment and for occupational health and safety issues pertaining to the Downstairs Theatre.
8. Responsible for realising technical solutions and providing general advice on set, lighting and sound effects as required by hirers, B Sharp participants and other users of the Downstairs Theatre.
9. Assist the Production Department with other general building maintenance, repairs and other general on-site production staff duties that may arise from day to day.
10. Assist the Downstairs Theatre Director with B Sharp any other issues that may arise from day to day.

REPORTING/WORKING RELATIONSHIPS

The Downstairs Theatre Technical Manager is responsible to the Production Manager and the Downstairs Theatre Director, and regularly liaises with the broader production department. The Downstairs Theatre Technical Manager also works regularly with the Front of House Manager and staff.

Outside the company, the Downstairs Theatre Technical Manager works regularly with outside hirers (including artists, producers and technical staff from other companies and arts organisations) and B Sharp companies and artists comprising a range of artists and artistic teams from the independent theatre sector.

The Downstairs Theatre Technical Manager is a permanent member of the workplace Occupational Health and Safety Committee.

PERSON SPECIFICATION

Aptitudes/Abilities/Skills

- Proven high level technical expertise and technical problem-solving skills
- Proven high standards of oral communication.
- Proven ability to work independently, as well as part of a team.
- Proven high standard of attention to detail and ‘follow-through’
- Proven ability to plan and prioritise an often heavy workload

Experience

- Experience in lighting and sound operation, preferably in an arts or events organisation
- Experience in the use of computer lighting boards
- Experience in working with a wide range of people
- Experience in working in a changing and dynamic environment

Knowledge

- Knowledge of technical equipment and practices, particularly lighting and sound operations
- Knowledge of bump-in and bump-out schedules and procedures
- Knowledge of Occupational Health and Safety issues, particularly in theatre
- Demonstrated interest, sensitivity and compatibility with actors, artists and the creative process.