

TECHNICAL MANAGER

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

The Technical Manager is a full-time position which works closely with the Production Manager, Production Co-ordinator, Production Deputy, Downstairs Technical Manager, Head Mechanist and Artistic Director. The Technical Manager is responsible for the safe, efficient and timely implementation of all technical aspects of Company B Ltd's activities and in accordance with the artistic and business objectives of the company.

DUTY STATEMENT

1. Responsible for overseeing all technical aspects of Company B bump-ins, including lighting and sound.
2. Responsible for programming the computer lighting board during plotting sessions for all Company B productions and outside hires.
3. Assist outside hirers during bump ins with technical advice.
4. Responsible for booking technical hires.
5. Responsible for updating and ordering production consumables, lamp stock, tapes, audio supplies, cabling and other items.
6. Responsible for updating and allocating lighting plans, set plans and technical lists.
7. Responsible for cleaning, repairing and maintaining all technical equipment.
8. Responsible for assisting in general building maintenance and repairs.
9. Responsible for realising technical solutions for desired set, lighting and sound effects.
10. Responsible for booking and overseeing all casual lighting crew for bump-in and bump-outs.
11. Responsible for processing casual staff time sheets.
12. Responsible for advising outside hirers in relation to the technical history of the venue and production techniques in general.
13. Assist in general on-site technical staff duties.

REPORTING/WORKING RELATIONSHIPS

The Technical Manager reports to the Production Manager and ultimately to the General Manager and works closely with the Artistic Director, Production Co-ordinator, Production Deputy, Downstairs Theatre Technical Manager and Head Mechanist.

PERSON SPECIFICATION

Aptitudes/Abilities/Skills

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

Experience

- Technical management experience in an arts organisation, preferably with some experience working in and managing a venue.
- Experience in staff management and working with a wide range of people.
- Experience in working in a changing and dynamic environment.
- Some experience in the use of computer hardware and software, including Excel.
- Experience in lighting and sound operation, preferably in an arts or events organisation
- Experience in the use of computer lighting boards

Knowledge

- Knowledge of Occupational Health and Safety issues, particularly in theatre.
- Knowledge of bump-in and bump-out schedules and procedures
- An interest and sensitivity to actors, artists and the creative process.