

Dear Applicant,

Many thanks for your interest in the role of Technical Manager at The Theatre Chipping Norton. Please find enclosed further details, including a Job Description.

If you wish to apply, please submit an up to date CV along with completing our short application form, describing how your skills and experience to date meet the job description below. These can be sent to [operations@chippingnortontheatre.com](mailto:operations@chippingnortontheatre.com)

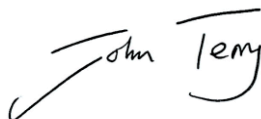
**Closing date:** 10:00 Monday 16 October 2017

**Salary:** £20-21,000 dependent on experience.

Full time position, subject to a standard six month probationary period.

If you have any further questions or queries about the post, please contact Jo on the above email address or 01608 642 349.

Thanks for your interest.



John Terry (Director)

## Context:

Chipping Norton Theatre is a restlessly busy and ambitious theatre and arts centre in the Cotswolds. Welcoming over 50,000 people every year in a town of little over 6,000, The Theatre delivers a year-round programme of theatre, comedy, music, film and participatory activities for audiences across the region. More recently, we have grown as a producing house, creating three major productions each year and growing a stronger and more loyal audience as a result. This role will be a key part of developing ourselves still further as a producer of theatre – for ourselves, for co-productions and for touring.

The Technical Manager is the head of department, taking responsibility for a full programme of received work throughout the year, maintenance and building related work, and a contributory role (in whatever way fits the candidate best) in our in house work. It is a fantastic opportunity to work at the heart of an ambitious creative team in a beautiful theatre in a beautiful part of the world.

The job is diverse, and demands the usual degree of flexibility on hours, a high level of multi-tasking, organisation and lots of energy! We have a small team so we require our Technical Manager to have a good range of skills and understanding across lighting, sound and stage. We are looking for people who will be driven to make the department their own and to further develop our reputation for being one of the friendliest theatres in the country.

## Technical Manager 2017

### Job Description

The Technical Manager is responsible to the Director and General Manager, and manages the Theatre Technician and all technical freelancers and casual staff. The Technical Manager is responsible for the effective operation of the technical production aspects of The Theatre's activities, and for providing a safe, professional working stage environment. The working week is 40 hours including lunch breaks, though this would be managed over the year with hours accumulated in busy periods and taken as TOIL in quieter periods. During our annual pantomime it is anticipated the working week would increase to 46 hours

It is anticipated that the post-holder will live within 45 mins travelling distance of Chipping Norton and have use of independent transport.

The primary responsibilities can be summarised as follows:

1. To be, or to delegate to casual technician/inhouse Theatre Technician, our representative at performances of visiting shows, and as appropriate, to stage-manage and/or operate LX and/or sound for such shows.
2. To prepare for, and where appropriate to work visiting company get ins/get outs and to assist companies in rigging and focusing LX and/or sound equipment.
3. To prepare staffing rotas for the Technical department, booking casual technicians where needed; to monitor and manage hours and workload for themselves and the Theatre Technician.
4. To be the central point of contact for visiting companies regarding technical requirements and discuss their needs and possible contras (additional staffing, equipment etc).
5. To provide timely information about The Theatre's technical facilities to visiting companies and ensure the correct information is available on the website.
6. To act as Production Manager for performances from our Take Part participatory work, liaising with the Take Part Director, Youth Theatre Director and voluntary arts groups regarding the technical requirements for their activities.
7. To work in close contact with local hirers to ensure they are well prepared and have a good experience of using the Theatre's facilities.
8. To act as The Theatre's primary representative within the production team for each of our in-house productions, including the annual pantomime. To work closely with directors, production managers, producers and creative teams to realise the vision for the show and representing the theatre positively at all times.
9. Completing and manage risk assessments for all stage areas of The Theatre including specific areas of work within the department; producing and maintaining PUWER, LOLER, COSHH and any other Health & Safety records relevant to the department as required. Ensuring that all staff working in the department are trained and competent.

10. To manage and oversee the maintenance and safety of the stage and backstage areas, backstage machinery, technical areas and dressing rooms, particularly during the theatre's maintenance weeks. This would include the booking and management of external contractors. In liaison with the Projectionist and Maintenance staff, to monitor and manage the physical infrastructure, operational requirements, maintenance and installations for the auditorium, control box and backstage areas to maximise the benefits to both live and cinematic events.
11. To control and manage the operation of The Theatre's heating and ventilation system, working with the Front of House department and Projectionist to ensure a reliable schedule of operation.
12. To be responsible for the running of the technical maintenance budget, and arrange the hire or purchase of any equipment as required.
13. To undertake staff appraisals within the technical areas of the building.
14. To circulate relevant technical information to relevant departments on all live shows, and liaise actively with Front of House staff to contribute to efficient and co-ordinated servicing of all shows.
15. To maintain and control all costumes, props and set pieces owned by The Theatre, manage their storage and maximise income from hiring out where possible.
16. To act as a key holder for the building, including emergency call outs.
17. To attend the weekly Team Meetings and to undertake relevant actions relating to the technical and maintenance areas.
18. To attend in-house training sessions and external courses or training initiatives relevant to the post.
19. Any other duties that may be requested from time to time.

## Person Specification

- Essential skills, attributes and experience:
- Three years' or more experience in theatre Technical or Production Management
- An understanding of the creative and logistical aspects of making theatre.
- Proven experience managing staff and coordinating teams
- Proactive, curious and with an attention to detail.
- Excellent organisational and time management skills
- Proven experience of multi-tasking, prioritising and working to deadlines
- Understanding of health and safety requirements in a theatre environment
- Positive, welcoming, can-do attitude.
- Specific technical expertise and experience in live sound mixing, lighting design or stage management.

**JT / JR October 2017**