



Job Description

Job Title:	Technical Manager
Reporting to:	General Manager
Salary:	Grade 6

Purpose of the Post

To be responsible for all the technical requirements of the venue and for the operation and maintenance of the live and cinema programme at the Gwyn Hall and to contribute to the general operation of the venue.

The Gwyn Hall will programme and promote a cross section of genres including Opera, Jazz, Drama, Music, Cinema and Dance, the technical manager will play a key role in making sure that all technical requirements for all events are operated smoothly and in a professional manner.

Teamwork, a flexible approach and technical excellence are vital and we are looking for a professional who will be able to lead and effectively deliver the technical requirements for the diverse and busy programme.

Venue

1. To be responsible for the operation of all aspects of the Gwyn Hall's technical equipment.
2. To provide the professional role and function of a multi-skilled Theatre and Cinema Technician to all areas of the theatre and cinema and building in preparation for and duration of performances and events.
3. To lead in the following fields:
 - Sound
 - Stage
 - Lighting
 - Digital Cinema/Live Alternative Broadcasts
4. To manage the smooth running of all get ins and outs, ensuring that this is carried out in accordance with Health and Safety legislation and The Gwyn Hall Health and Safety policies and procedures.
5. To be the main point of contact for touring stage crew, technicians and artists and assist them in their work on fit ups and production periods and ensure that all areas are ready for technical rehearsals and productions.
6. To liaise with professional and amateur users of the venue, ensuring that the venue's equipment is safely used and managed.
7. To liaise with artists and agents and ensure the smooth running of theatre events and that all contractual obligations specified in the rider are met.
8. To set up and operate sound, lighting and stage systems for all performances and activities in the building.
9. Ensuring all productions are presented to the highest standards and make proper use of available facilities.
10. To be responsible for the safe keeping and storage of all electrical and theatre equipment used for functions.



11. Assist in maintaining accurate records of the company's assets including but not limited to all lighting and theatre equipment, plant, fixtures and fittings both temporary and permanent.
12. Conduct regular patrols of the facilities, ensuring maximum cleanliness and security.
13. Alarm call out cover if required.
14. Understanding safeguarding relevant to role.

Cinema

1. To be responsible for the set up and operation of the digital 3D cinema equipment in the venue.
2. To be responsible for the set up and operation of Alternative Live Content in the cinema POD and the auditorium.
3. To be responsible for receiving and returning all cinema digital content.
4. To be responsible for all cinema equipment and maintenance of.

Maintenance

1. To specify and order new and replacement lighting, sound, cinema projection and stage equipment for use at the venue.
2. To plan and carry out maintenance tasks, as appropriate, throughout the building.
3. To ensure building maintenance is carried out with the BDM team, NPTCBC and external contractors.
4. Ensure the maintenance of all technical equipment during the run of each production, including repairs as necessary.
5. To carry out monthly tests of emergency lighting, to keep records of these tests and to notify the manager of any malfunction.
6. To ensure the habitual upkeep of technical, stage and cinema equipment, including all statutory inspections are carried out.
7. To carry out portable appliance testing as and when required (on theatre and domestic equipment).
8. To ensure all areas of work are kept clean and a safe working environment maintained at all times.
9. To oversee and maintain the theatre network system.
10. To assist the General Manager in the operation of the in-house cleaning for the building and ensure all daily, weekly, monthly cleaning schedules are adhered to at all times. To carry out cleaning tasks as part of the cleaning schedule.

Health and Safety

1. To maintain a good working knowledge of all relevant Health and Safety legislation and good practice in all areas of responsibility including but not restricted to the following:
 - Risk assessment
 - Manual handling



- Care of Substances Hazardous to Health (COSHH)
 - Provision and Use of Work Equipment (PUWER)
 - Lifting Operations and Lifting Equipment Regulations (LOLER) Electricity at Work (EAW)
 - Portable appliance testing (PAT)
2. To help ensure that good working practices are implemented and adhered to with regard to current Health and Safety legislation and The Gwyn Hall Health and Safety policy.
 3. To be responsible for the completion of risk assessments for all technical and stage activities in the building.
 4. To be responsible as far as reasonably practicable, for the health, safety and welfare of anyone working within all areas of the Gwyn Hall, in accordance with Health and Safety Policy and Procedures.
 5. To become and remain fully conversant with the theatre's fire and evacuation procedures and the use and location of associated equipment including fire fighting equipment and the fire alarm system.
 6. To control the sound and light equipment and manage exterior events within health and safety requirements.
 7. To be able to undertake qualified first aid support as necessary

Staffing

1. To be responsible for managing any casual technical/venue staff as and when needed.
2. To train venue staff in the safe and efficient use of the venue's lighting, sound and cinema equipment as and when necessary.
3. To liaise with the General Manager to plan a rota for the working week to cover the needs of the programme and consult over potential additional working during periods of peak demand.
4. To assist the General Manager and Assistant Manager when not otherwise engaged in technical duties in the operation of the venue.
5. To act as Assistant Manager in the absence of Management presence
6. To work 5 days over a 7 day period including, daytime, evening, weekend and split shift working.
7. To undertake such other duties which may be reasonably expected of the post holder commensurate with the salary of the post.



Person Specification

Job Title: Technical Manager

Work Experience

	Essential/Desirable	Evaluation Method
Substantial experience of technical theatre. (Minimum 2 years)	Essential	Application Form
To be experienced in the use of digital sound and lighting consoles	Essential	Interview
A broad and knowledgeable understanding of a technical discipline (e.g. sound, lighting, stage, and cinema)	Essential	Application Form Interview
Ability to communicate with staff at all levels.	Essential	Application Form Interview
The ability to work well under pressure and be flexible.	Essential	Application Form
Experience of setting and working to tight deadlines	Essential	Application Form
Commitment to finding innovative and reliable solutions to the challenges of design and delivery of the Company's work.	Essential	Application Form /Reference/Interview

Skills/Abilities

	Essential/Desirable	Evaluation Method
The ability to work as part of a team.	Essential	Application form
Good computer literacy in particular digital sound and lighting software.	Essential	Application form
Good communication skills – both written and verbal.	Essential	Application form/ Interview
Good logistical skills.	Essential	Application form/ Interview
	Essential/Desirable	Evaluation Method



Awareness of current trends in theatre technology.	Essential	Application form
A practical knowledge of LOLER, PUWER and other relevant Health and Safety regulations	Essential	Application form
Technical drawing skills.	Desirable	Application form
Knowledge of safe rigging practices, including but not restricted to rigging and use of motor hoists, manual chain hoists, hemp flying and the use of slings and shackles.	Desirable	Application form

Education and Training

	Essential/Desirable	Evaluation Method
Educated to GCSE level or equivalent.	Essential	Application form/Interview
Experience of Health & Safety practice and procedures.	Essential	
Full UK Drivers License.	Desirable	Application Form
Formal technical theatre qualification.	Desirable	Application Form
Health and safety qualification (IOSH)	Desirable	Application Form

Other Requirements

	Essential/Desirable	Evaluation Method
Commitment to achieving high standards with the resources available.	Essential	Interview
Commitment to equality of opportunity and staff development.	Essential	Interview/Application form
Clean smart appearance.	Essential	Interview
Flexible approach to working, including the ability to work unsocial hours.	Essential	Interview
Ability to plan and prioritise work effectively.	Essential	Interview/Application form



Hamdden
Celtic
Leisure