Technical Manager

Job description

To start in September 2018

The Technical Manager is responsible for delivering performances and events,
ensuring high standards of technical excellence and health and safety are met throughout the venue.

The Technical Manager is also responsible for the maintenance and upkeep of all technical areas, and should display a broad range of skills across the technical disciplines of lighting, sound and AV. They are responsible for liaising with companies in advance of their performance and recruiting, managing and briefing all casual technicians throughout a season.

Responsibilities as Technical Manager

- Liaising with companies in advance to ensure smooth running of get-ins and that expectations are appropriately managed
- Overseeing the receipt and sign-off of all risk assessments
- Providing weekly production schedules at least one week in advance
- Ensuring CPT's health and safety policies are maintained throughout the season
- Managing CPT's technical facilities, notifying the General Manager of any issues and concerns
- Ensuring CPT's equipment is maintained and in a good condition, and stock levels are consistent
- Recruiting, managing and briefing all casual technicians throughout a season
- Ensuring the venue is appropriately staffed
- Acting as the out-of-hours contact for technical staff as required, with support from the General Manager
- Maintaining a tidy space, including all storage cupboards and technical areas
- Providing skill-sharing workshops as required
- Working a substantial number of technical shifts over a season, agreed in advance
- Ensuring visiting companies fulfil their contractual requirements

Responsibilities as Technician

- Liaising with companies and front-of-house during events
- Ensuring the de-rig of any lamps that are not part of the general rig and are not to be used for future shows
- Arriving in good time for each shift and providing a friendly and welcoming service
- To complete get-ins for visiting companies and house shows
- To operate performances as required by visiting companies

Fees

- **Fee**: £11.20 p/hour
  Average hours per week: A maximum of 40 hours per week with a minimum of 8 hours admin time at the venue
  Benefits: Flexible shifts, free tickets to CPT performances, staff discount at the bar
- **Invoices:** The Technical Manager should invoice the contractor regularly. Payment will be processed within 30 days of receipt
- The Technical Manager is responsible for their own tax and NI contributions

PERSON SPECIFICATION

Essential

Enthusiasm and interest for CPT's programme and mission statement
A good communicator with strong interpersonal skills
Confident in using own initiative, and a proactive attitude to work
Ability to prioritise, multi-task and work to tight deadlines
Flexible and creative approach to work
Demonstrable, relevant experience in a technical role
Extensive knowledge of lighting (ETC consoles), sound and AV equipment – ability to troubleshoot with ease
Awareness of health and safety requirements in a theatre environment
Experience of writing and managing Risk Assessments
IT competency, specifically Microsoft Excel
Available evenings and weekends

Desirable

Experience in a managerial role
Experience in project management and building maintenance
Experience of working with a budget
Knowledge of PAT testing process

To apply for this role, please send a CV and short covering letter (no more than one A4 page) to James Cross (James@cptheatre.co.uk) – by Thursday 12 July, with "Technical Manager application" in the subject line of the email.

Interviews will be held week commencing 23rd July for candidates who are available to start from 3 September onwards.

CPT seeks actively to encourage applications from those with less visibility in the arts. We specifically welcome applications from those identifying as female, those from LGTBQI+ communities, people with disabilities and those from Black, Asian and Minority Ethnic backgrounds.