



## JOB DESCRIPTION

|                              |                                      |   |                         |
|------------------------------|--------------------------------------|---|-------------------------|
| <b>Job Title:</b>            | Technical Manager                    | <b>Job Number:</b><br>(Official use ONLY)             |                         |
| <b>Department / Service:</b> | Princes Hall<br>– Operations Service | <b>Main location:</b><br>(i.e. where primarily based) | Princes Hall, Aldershot |

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|--|---|---|--------------------------|
| <b>Hours of Work:</b>                                  | Flexible hours averaging 37 hours per week. | <b>Post Restrictions:</b><br>(e.g. politically restricted and/or sensitive) | No                       |
| <b>Grade &amp; Salary Band:</b><br>(where appropriate) | Grade 4                                     | <b>Regulated Activity:</b><br>(i.e. DBS check required)                     | Yes. DBS check required. |

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| <b>Job Purpose:</b><br>(i.e. Context & summary of why the role exists) | <p>Responsible for leading a small team of technicians and cleaners in managing all technical and operations functions of the Princes Hall theatre.</p> <p>The post-holder is responsible for the set-up and smooth delivery of all live events, from large professional shows to small community hirings. The role also takes responsibility for facility maintenance and health and safety compliance.</p> |
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## Principal Accountabilities

|   |   |
|---|---|
| 1 | <b>Sound, Lighting and Stage</b> <div> <b>35%</b> <ul style="list-style-type: none"> <li>Responsible for the delivery of lighting, sound and stage management requirements for all events at the Princes Hall theatre.</li> </ul> </div>  |
| 2 | <b>Pantomime</b> <div> <b>15%</b> <ul style="list-style-type: none"> <li>Working with the show producer to source the set, agree set plans, and lead get-in and installation.</li> <li>Working closely with the production team to agree sound, lighting and stage requirements.</li> <li>Attending rehearsals and undertaking daily meetings with the show producer.</li> <li>Team lead for lighting design, plotting, programming and operating the desk.</li> <li>Team lead for delivery of sound requirements, working closely with the Musical Director.</li> <li>Responsible for the stage management team, stage effects and calling the show.</li> </ul> </div> |

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|-------------------------------|---|
| 3                             | <b>Liaison with customers, clients and contractors</b> <div>10%</div> <ul style="list-style-type: none"> <li>Responsible for the technical team's liaison with venue hirers and visiting production managers, advising on and satisfying delivery and safety requirements, both before and during events</li> <li>Checking the technical rider for each professional show, and liaising with the production manager to agree requirements</li> <li>Attending event meetings and logging event requirements for sharing with other members of the theatre team</li> <li>Managing the visits of maintenance contractors to the venue</li> <li>Responsible for the communication of technical and operational information within the team</li> </ul> |
| 4                             | <b>Set up Functions</b> <div>5%</div> <ul style="list-style-type: none"> <li>Responsible for the set-up of all functions</li> <li>Managing and assisting with get-in's and get-out's for shows</li> <li>Erecting terraced &amp; stalls seating in main auditorium</li> <li>Laying out chairs, tables, and other furniture for functions</li> <li>Setting up projectors and PA systems, and operating audiovisual equipment</li> </ul>   |
| 5                             | <b>Health &amp; Safety and General Maintenance</b> <div>17%</div> <ul style="list-style-type: none"> <li>Responsible for ensuring the venue complies with Health &amp; Safety regulations</li> <li>Producing and reviewing venue risk assessments and COSHH paperwork</li> <li>Undertaking equipment repairs as required</li> <li>Booking in regular maintenance and inspections of venue plant and equipment</li> </ul>  |
| 6                             | <b>Staff Supervision</b> <div>15%</div> <ul style="list-style-type: none"> <li>Responsible for the management and professional development of a small team of technicians and cleaners</li> <li>Producing the weekly staff rota for the technical team</li> <li>Recruiting, managing and rotaing a number of casual technicians and contractors able to assist with the delivery of events as an when required</li> </ul>   |
| 7                             | <b>Stock control and Budgets</b> <div>3%</div> <ul style="list-style-type: none"> <li>Responsible for the management of a few small budgets e.g. stage equipment, cleaning equipment.</li> <li>Recording any technical services provided that are rechargeable to the client.</li> <li>Ordering various stock, including domestic and theatre lamps, cleaning products, etc.</li> </ul>   |
| <b>Other Accountabilities</b> |   |
| 1                             | Demonstrating a commitment to the Council's behaviours framework and corporate values   |

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|---|---|
| 2 | Ensuring that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures, and current legislation, including that covering data protection, health and safety, safeguarding children and vulnerable adults, and equalities. |
| 3 | Taking reasonable care of own health and safety, and that of other persons who may be affected by acts or omissions at work.  |
| 4 | Undertaking any other duties that are commensurate with the requirements of the post  |

## Staff Reports & Responsibilities

| Reports         | Title(s) or staff number                            | Grade | Level of mentoring, supervision and/or responsibilities |
|-----------------|---|-------|---|
| Responsible to  | Commercial Manager – Theatre & Leisure              | 6     |   |
| Responsible For | Three technicians, two cleaners, casual technicians | -     |   |
|                 |   |       |   |

## Qualifications, Knowledge and Experience

|   | (E)ssential<br>or<br>(D)esirable | How Assessed<br>(i.e.<br>(A)pplication<br>form /<br>(I)nterview /<br>(T)ests or<br>(App)raisal) |
|---|----------------------------------|---|
| An interest in theatre  | E                                | A/I   |
| Relevant professional qualification                                 | D                                | A   |
| Evidence of, and commitment to, continuous professional development | E                                | A/I   |
| Experience in a similar role  | E                                | A   |

| Skills, Attitude and Behaviours             |                                  |   |
|---|----------------------------------|---|
|   | (E)ssential<br>or<br>(D)esirable | How<br>Assessed<br>(i.e. (A)pplication<br>form /<br>(I)nterview /<br>(T)ests or<br>(App)raisal) |
| Operation of a sound desk and lighting desk | E                                | A/I/T   |
| Stage management skills                     | E                                | A/I   |
| Basic DIY / maintenance skills              | E                                | A/I   |
| Excellent customer service skills           | E                                | A/I   |
| Good organisational skills                  | E                                | A/I   |
| Good communications skills                  | E                                | I   |
| Able to lead, and work as part of a team    | E                                | A/I   |
| Enthusiastic and positive attitude          | E                                | I   |
| Smart and presentable                       | E                                | I   |
| Attention to detail                         | E                                | A/I/T   |

| Other Requirements   |                                  |  |
|--|----------------------------------|--|
|  | (E)ssential<br>or<br>(D)esirable | How<br>Assessed<br>(i.e. (A)pplication<br>form / (I)nterview<br>/ (T)ests or<br>(App)raisal) |
| Actively role models the Rushmoor Behaviours, new Corporate Values, and Princes Hall Team Charter, and commits to creating a positive, inclusive and diverse culture | E                                | I  |
| Able to attend out of hours meetings, events and activities, as required   | E                                | A/I  |