

JOB DESCRIPTION

JOB TITLE: **THEATRE TECHNICAL MANAGER**

LINE MANAGER: Senior Technical Team Manager (Term Time)
Director of Resources (Non Term Time)

DAILY RESPONSIBILITIES TO: DIRECTOR OF TEACHING AND QUALITY/SCM DRAMA & THEATRE

KEY JOB OBJECTIVES: To offer technical support in the areas of lighting and sound in exams and lessons, maintaining theatre & performing arts department equipment up to a good operating standard, and assisting students, staff and outside agencies in reaching the highest standards possible in all performances and presentations

Main Responsibilities	Main Skills/Qualifications required	Level of skills required(High/Medium)
To ensure the maintenance of equipment and fittings in the theatre and performing arts department up to a good operating standard including: <ul style="list-style-type: none">• Sound systems in the theatre. drama studio ancillary hall and all other performing arts areas• Lighting systems in drama studio and the main theatre• Projection systems in the main theatre• Drapes, cyclorama, legs and all tracks and fittings• Portable dance floors• Other equipment which may be brought into use from time to time	Good communication skills with ability to deal with staff, students Technical knowledge for maintaining equipment	High High
To observe health & safety regulations and see that conditions of the theatre's premises licence are met. Advise outside users, production companies, staff and students on safety regulations and the College's safety procedures.	Up-to-date knowledge of Health & Safety legislation and guidelines	High
To take on the role of Stage electrician <ul style="list-style-type: none">• Rig equipment for events and productions• Strike equipment after use	Planning and organisational skills to be ready on time, Experience of rigging procedure, Tidy and methodical approach	High Medium
To give technical advice and guidance to staff and students on use and limitations of equipment and systems.	Ability to give technical advice to staff and students	High

To give technical support to students, staff hirers and visiting companies during productions, class and examinations.	Flexibility, adaptability while working under pressure	High
To give technical training to students in operating equipment as need arises	Ability to communicate technical skills	High
To take on the role of Lighting Designer <ul style="list-style-type: none"> Produce lighting designs for productions, events and exams Rig lanterns, patch and programme lighting plots into computerised and manual boards Operate lighting and/or sound during performance. 	Knowledge of theory and practice of lighting drama, musical theatre and dance.	High
To take on the role of Sound Designer <ul style="list-style-type: none"> To compose and record original music and sound design for student drama shows To edit and record existing sound effects and music To offer technical support for sounds equipment across the entire college campus including setting up PA systems for examinations. 	Good level of musical knowledge and operation of qlab, Cubase and Adobe software. Good interpersonal skills and ability to work in an independent way using imitative and foresight.	High
To take on the role of Production Manager <ul style="list-style-type: none"> Plan production installations Order or hire of equipment Solve logistic problems Solve rigging problems (the theatre is built without a grid!) Liaise with various members of production team To facilitate the making of props and students set design ideas 	Planning and Communication skills Knowledge of prop building and woodworking skills	High Medium
To take on the role of Video Designer <ul style="list-style-type: none"> To Install and facilitate the use of video a d other multimedia in presentations and performances To create or edit video projections for examinations and performances 	High level of technical skill and ability to pass this knowledge to students	High
To line manage the Deputy Theatre Technician <ul style="list-style-type: none"> Set day-to-day tasks Manage time (agreeing days off, setting a rota, staffing events and exams) Sign off pay claims 	High level of technical knowledge and ability to pass this on Planning and organisational skills	High High

To Line manage the team of Bank Technicians <ul style="list-style-type: none"> • Provide training on use of theatre equipment and running events • Manage time (booking appropriate technical support) • Sign off pay claims 	High level of technical knowledge and ability to pass this on Planning and organisational skills	High High
To Run the “Flexi-crew” technical theatre enrichment course <ul style="list-style-type: none"> • Teach students various areas of technical theatre practice: lighting sound, video projection, set building, prop making etc. 	High level of technical skill in numerous different areas and ability to pass this knowledge onto students	High
To teach lighting design in lessons <ul style="list-style-type: none"> • Teach practical lessons on theatrical lighting design, demonstrating how different fixtures are used to create different lighting states • 	Good knowledge of theory and practice of lighting theatre, ability to communicate technical knowledge	High
To manage the theatre bookings and department timetabling <ul style="list-style-type: none"> • Liaise with college services to ensure incoming theatre bookings do not cause issues with departmental/college activities • Liaise with hirers with regards to the theatre's facilities • Provide adequate technical support based on the needs of the booking *book bank technicians etc.) <p>Timetable the department's teaching and enrichment activities around booking on a weekly basis</p>	Planning and organisational skills, good interpersonal skills.	High
To oversee the creation of examination evidence for exam boards	Knowledge of Adobe software for creation of exam DVDs. Organisational skills, methodical approach	Medium
To Risk Manage various areas of the performing arts department <ul style="list-style-type: none"> • Complete risk assessments for various areas in the performing arts department • * Liaise with the H&S adviser and estates team on issues arising from assessments. 	Understand of the process of risk assessment with respect to health and safety in the workplace.	
To give general assistance to other curriculum areas as reasonably requested from time to time	Ability to be willing, flexible and helpful	High

Date.....

Signature of Jobholder.....

Signature of Line manager