

LINCOLN COLLEGE JOB DESCRIPTION

Lincoln / Newark / Gainsborough

Post Title:	Technical Manager	Post Number:	CS0841P
Daily Supervision:	Theatre Manager	Grade:	CSS Scale 7
Department:	Business Development (Drill Hall Project)	Last Updated:	September 2021

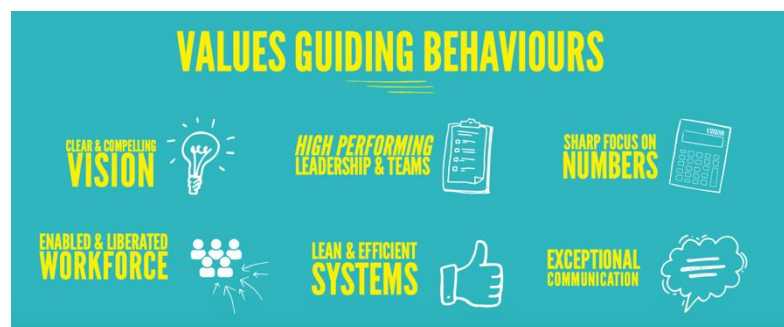
Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

Our Mission:

Employer-led; producing a highly skilled and productive local workforce.

Our Cornerstones of Success & Values Guiding Behaviours:



Job Purpose:

Lincoln Drill Hall (LDH) is a much-loved leading multi-art commercial venue and cultural hub in the centre of Lincoln. Our venue incorporates a 357 seated main theatre which also has the flexibility to house 550 stood at events, 50 seat studio theatre, café, bar, studios and other public spaces. The main theatre is a modern fully accessible auditorium that can be seated, raked, flat floor or flat floor with a raised stage, to accommodate different types of shows and events. LDH has been celebrating the arts since its re-opening in 2006 and every year till 2020, the venue has welcomed over 50,000 people who come to watch, learn and be inspired.

Lincoln College Group (LCG) have a new and exciting opportunity for an experienced Technical Manager at The Drill.

As the Technical Manager you will lead a culture of exceptional technical delivery of all the technical and production aspects of the Drill's programme. You will have excellent communication and influencing skills with a proactive and positive approach to solving problems in a prompt and independent manner.

Leading your team to deliver a first-rate experience for visiting companies, users and visitors, you will be responsible for managing the technical department within pre-agreed budgets. The successful applicant would ideally have extensive experience in a similar role and preferably first-hand experience in technical theatre and stagecraft with a specialism in either Lighting, Sound or Stage and Scenery.

This includes experience in live production with a proficiency for operating live sound, lights, pyrotechnics, backdrops, and an in-depth knowledge of PA systems, DMX protocols and theatre software (e.g. QLAB & CAD Software). You must also have the ability to read lighting plans and ground plans

This is a fantastic opportunity to help take a much-loved arts venue into a new and exciting phase.



PRINCIPAL DUTIES AND RESPONSIBILITIES:

OPERATIONAL

1. Ensure that all Drill shows, productions and events are presented to the highest possible standards.
2. Support visiting companies, users and artists to ensure they all receive an excellent service and that their work is presented to the highest standard.
3. Liaise with visiting companies, users and artists both before and during their visit to ensure the smooth running and budgetary control of all the technical aspects.
4. To assist with the fit-up and get-out of productions as required.
5. Provide support to our Learning & Participation programmes which require technical input.
6. To act as production manager on specific projects as agreed with Senior Management.
7. If appropriate, to provide lighting/sound design on certain productions, projects and events.
8. Ensure that theatre's technical and building resources are maintained, managed and used appropriately.
9. To be responsible for the maintenance, storage, security and safety of all technical equipment, including the theatre space and annual PAT-testing.
10. To ensure all production related work is safe and complies with current entertainment licensing, fire, building and Health and Safety legislation and take overall responsibility for risk assessments within the department.
11. To maintain compliance with current legislation and Approved Codes of Practice, keeping up to date with changes in legislation.
12. To support the development of the theatre's Health and Safety Policy and ensure that all members of the company are trained in and comply with emergency and safety procedures.
13. Manage maintenance issues, ensuring the good repair of the venue and backstage spaces and contribute to any upgrade works, as required.
14. To keep abreast of changing technology and to advise Senior Management on future developments.
15. Where appropriate, to oversee the inspection of rigging and lifting equipment in accordance with LOLER regulations.
16. To maintain and develop good relations with local and national producers, users and artists, seeking out competitive deals for hires and equipment.
17. Any other duties required by the Senior Management Team.

FINANCIAL

18. To be responsible for the technical maintenance budget, providing purchase orders to finance department for all purchases of equipment and consumables.
19. Suggest upgrades and new equipment with costings where appropriate and to ensure service records and manuals are retained and updated.

MANAGERIAL

20. Report to the Theatre Manager.
21. Line manager of technical production team.
22. Manage any casual and freelance technicians and contractors.
23. Work alongside artistic and events programming to prepare staff rotas and respond to sick leave cover & emergency staffing issues within the technical team.
24. Ensure excellent communication between the team and the rest of the organisation.
25. Establish a culture of collaboration and partnership with other departments within the organisation, and with external partners (from local to international), to support innovation, excellence, and reach.
26. To act as a Duty Manager, designated key holder and IRT (Incident Response Team) member as and when required.
27. To ensure all relevant staff; full time, casual and freelance are trained in manual handling, first aid, marshalling and fire/evacuation procedures
28. To always act in the best interest of The Drill.

GENERAL

29. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
30. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
31. To maintain quality standards appropriate to the post.
32. To conform with the Health and Safety requirements relevant to the post.
33. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

	Knowledge	PSM
1	Knowledge of the Theatre and Arts Industry	A/I
2	Extensive up to date knowledge of technical procedures, stagecraft and the use of technology including lighting, sound and technical equipment	A/I
3	A sound understanding of planning/scheduling relating to technical and production activities	A/I
4	Extensive Health and Safety background with an in-depth knowledge of its practical application within a technical department	A/I

	Skills/Abilities – Interpersonal	PSM
5	Organised and able to produce work within set time frames, in line with artistic programming	A/I
6	Self-starting, motivated, enthusiastic and calm under pressure	A/I
7	Proven leadership ability with excellent people management skills, ability to build and lead a team of freelance and staff technicians	A/I
8	Experience of managing the professional development of a team	A/I
9	Excellent communication skills - to enable visions to be translated successfully into technical production, ensuring the highest level of customer service	A/I
10	Collaborative skills with proven ability and experience of working with creative teams	A

	Experience	PSM
11	Experience working as a key member of a technical department in an arts venue	A
12	Proven experience in the rigging, operation and maintenance of a wide range of lighting, sound and AV equipment	A
13	A track record in managing and delivering productions or events on time and of working within and reporting on budgets	A

	Work Related Circumstances	PSM
14	Flexible approach to the work duties and hours. Ability to work evenings and weekends	A/I

	Skills/Abilities - Other	PSM
15	Ability to adapt and make key decisions to positively impact business finances	A/I
16	Commitment to supporting the learning and educational programmes of students of LCG	A/I
17	Knowledge and experience of using the latest technology	A
18	Ability to read lighting plans and ground plans. Experience of using CAD & QLAB Software (Autocad or Vectorworks)	A

Prepared By:	Lauren Harvey - Business Solutions Architect
Date:	September 2021

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test