

Deputy Technical Manager

Grade 6: £24,719-£28,311 (SCP 25-29)

Plus Benefits

Newport Live is a not-for-profit organisation and registered charity delivering theatre, arts, sports, leisure community and cultural services within the City of Newport across venues and the wider community. Newport Live operates The Riverfront Theatre & Arts Centre, one of the leading arts venues in South Wales.

The Deputy Technical Manager is a key role with Newport Live and The Riverfront and demands a motivated candidate with the ability to deliver high quality work. The role requires excellent organisational, planning and communication skills with high standards and strong attention to detail. The Deputy Technical Manager is responsible for technical support functions for performances and events within the Theatre and Arts Centre, supporting other Newport Live departments with technical advice and managing the Technician, Technical Assistant and Casual Technicians as required.

Application Process

You can download an application form and job description via the Newport Live website www.newportlive.co.uk alternatively they are available via e-mail request from jobs@newportlive.co.uk.

For an informal discussion regarding the post you can contact Newport Live's Head of Theatre, Arts & Culture Gemma Durham on 01633 656757 or via gemma.durham@newportlive.co.uk

Please return the completed application forms to jobs@newportlive.co.uk

Closing date for applications:

Sunday 11 September

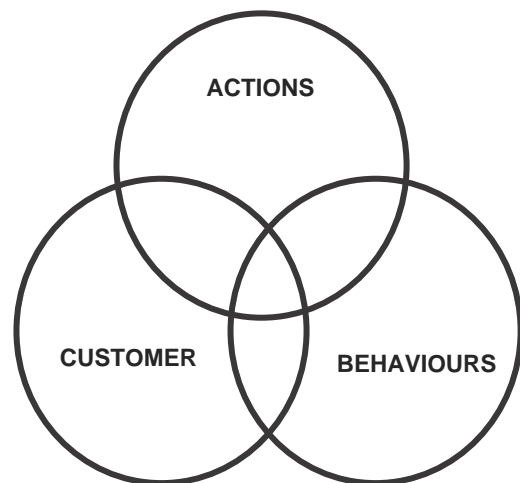
JOB DESCRIPTION

POST:	Deputy Technical Manager
JOB PURPOSE:	Delivery of stage and technical requirements for all shows and events at The Riverfront Theatre and supporting other Newport Live departments with technical advice. Manage, supervise and monitor the work of the technicians, assistant technicians and casual technicians. Ensuring the department is working safely and carrying out effective planned and responsive maintenance.
RESPONSIBLE TO:	Technical Manager
SALARY:	Grade 6: £24,719-£28,311 (SCP 25-29)
KEY RELATIONSHIPS:	Colleagues across Newport Live, Visiting Technical Teams, Artists, Performers, Producers, Presenters, Promoters, Suppliers
BASE LOCATION:	The Riverfront Theatre & Arts Centre
MANAGEMENT RESPONSIBILITY:	Theatre Technicians, Technical Assistants, Casual Technicians, Volunteers, Trainees, Work Experience

I will be successful in my role when:

- All of my key operational responsibilities are consistently delivered to a high standard.
- I achieve all key performance indicators specific to my role.
- I role model the behavioural values of Newport Live through my performance.
- I work collaboratively across departments and service areas to deliver exceptional customer service to Newport Live's customers.
- Through my performance and passion, I inspire people to be happier and healthier

HOW MY PERFORMANCE IS MEASURED



DISCLOSURE AND BARRING:

This post may result in you having contact with children, the elderly, sick or disabled. Newport Live, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those this would normally be regarded

as spent. You must complete the relevant section on the application form, applications will be returned if this section is incomplete. If successful in your application, you will subject to a Disclosure and barring check.

KEY RESPONSIBILITIES:

1. With the Technical Manager, oversee stage and technical management for all shows and events.
2. To manage, supervise and monitor the work of the Technicians, Assistant Technicians and Casual Technicians.
3. To provide high levels of customer service and ensure that staff are customer orientated and provide an excellent service to visiting companies, the public and colleagues at all times.
4. To carry out general maintenance and repairs, as required.
5. To assist the Technical Manager in maintaining a register of assets within budget and ensure that all technical equipment is maintained to an excellent standard and that the maintenance of all machinery, tools and equipment in work areas is kept up to date.
6. To ensure that sound, lighting, staging, cinema and other technical support is provided and the equipment is to an effective standard and issued as required for all events and activities, and that technical equipment is provided in accordance with contractual requirements and specifications.
7. To deliver technical duties for performance and other spaces daily including the theatres, basement, cinema and the gallery. To support colleagues in other Newport Live venues with any technical requirements.
8. To assist with keeping an inventory of all equipment and ensure recovery from visiting companies as necessary.
9. To keep up to date with technical advances and practices related to theatre, cinema and event production.
10. To ensure that all performances are technically delivered to the highest standard in the most resource efficient manner.
11. To ensure that all spaces are prepared and set up as required for events and activities and to run the technical elements of shows and activities as required.
12. To supervise and participate in, get-ins, fit-ups, running and get-outs of shows as required.
13. To operate sound, lighting, counter-weight fly system and stage manage events according to the needs of the programme.
14. To ensure that all Health and Safety procedures and safe working practices are followed at all times so that all technical equipment complies fully with the Health and Safety at Work Act and all other relevant legislation.

- 15.** With the Technical Manager, undertake maintenance duties to ensure that technical and stage equipment is maintained regularly, including supervising services regimes, inspection reports and P.A.T. (Portable Appliance Testing) are carried out as required.
- 16.** To assist the Technical Manager in completing the department's general administrative duties, including completing and submitting accurate weekly timesheets, formulating the department's rota, raising purchase orders and completing production paperwork.
- 17.** To manage stock levels of electrical consumables to ensure effective delivery of work programmes.
- 18.** To operate in accordance with procedures and practices and maintain safety and security protocols; ensuring compliance with operational standards, company policies and legislation to maintain a safe environment for staff, users and the public.
- 19.** To act as Duty Manager and when doing so, to be responsible for the safety and security of the building, staff and customers.
- 20.** To deputise for the Technical Manager in their absence.
- 21.** To be an ambassador for the Newport Live, representing the organisation in dealings with all internal and external stakeholders; managing the collective expectations, queries and objections of Newport Live colleagues and leading relevant business meetings where necessary.
- 22.** To undertake other tasks as reasonably requested by the Technical Manager and Operations and Productions Manager.

You will be expected to work within the policies, ethos and aims of Newport Live and to carry out such other duties as may reasonably be assigned by the Chief Executive of Newport Live. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The post holder will work to deliver agreed performance objectives; these will be reviewed on a regular and formal basis through Newport Live performance management processes.

TECHNICAL MANAGER – PERSON SPECIFICATION

Area	Essential	Desirable
Education, Training & Qualifications	1.0 A technical degree or qualification and / or at least three years' technical experience achieved in a theatre / events environment (A, I)	1.1 Educated to degree level within a or technical-related subject. (A, I) 1.2 Trained in First Aid and associated regulations in relation to a theatre/technical environment e.g. Manual handling (A, I)
Knowledge, Skills & Competencies	2.0 Ability to liaise and communicate effectively, verbally and in writing (A, I) 2.1 Understand Health and Safety at work and other associated regulations and legislation in relation to a theatre/technical environment. (A, I) 2.2 Experience of leading teams to deliver excellent performance and customer services. (A, I) 2.3 Ability to set priorities and manage workload (I) 2.4 Ability to recruit, manage and develop staff (A, I)	2.5 Ability to communicate effectively using the Welsh Language. (I) 2.6 Experience on EOS Family Lighting desks (A) 2.7 Experience of Yamaha Digital sound desks and Networked sound equipment (A) 2.8 Experience of programming cinema projectors (A)
Experience	3.0 Experience of managing a team (A, I) 3.1 Experience of delivering the technical requirements for events and performances within a theatre (A, I) 3.2 Able to demonstrate use and maintenance of all technical equipment. (A, I) 3.3 Experience of current stage and rigging techniques (A, I) 3.4 Experience of liaising with external companies and providing technical requirements as appropriate (A, I)	3.5 Experience of managing a budget (A, I) 3.6 Experience of Duty Management or key holding for a venue (A)

Personal Attributes	<p>4.0 Excellent communication and inter personnel skills. (A, I)</p> <p>4.1 Ability to work alone or as part of a team. (A, I)</p> <p>4.2 Motivated and driven to achieve excellence with attention to detail. (A, I)</p> <p>4.3 Able to balance a wide and varied workload and prioritise effectively. (A, I)</p> <p>4.4 Ability to work effectively under pressure (I)</p>	
Other	<p>5.0 Able to work regular, evenings, weekends, and bank holidays. (A, I)</p> <p>5.1 Able to work flexibly to meet the needs of the business (A, I)</p> <p>5.2 To act as Duty Manager for The Riverfront Theatre. (I)</p>	5.3 Full Current Driving Licence. (A)

A: Application form (including shortlisting)

C: Certificate

E: Exercise

I: Interview

P: Presentation

T: Test

AC: Assessment Centre

Candidates must demonstrate in their application that they meet **all essential** shortlisting requirements to be considered for an interview with Newport Live.
