

## **JOB DESCRIPTION**

<b>Designation:</b>	<b>THEATRE TECHNICAL MANAGER</b>
<b>Hours</b>	<b>Full Time - 36 hours per week as an average</b>
<b>Reports to:</b>	<b>Theatre Manager</b>

### **Main Purpose of the job:**

To be responsible for the operation, maintenance and servicing of all sound, lighting and AV equipment in the Performance Hall, Drama Studios and related spaces within LPSB. To liaise with users to ensure first class technical service for all events. To operate lighting/sound and other equipment at events. To assist with the maintenance and layout of the spaces.

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1. Liaise with teachers, site staff, hirers, and promoters to ascertain the requirements of events and advise on facilities.
2. Supervise get-ins, get-outs, fit ups of events in the Bromley Hall and Studios.
3. Design and operate stage lighting, sound, projector, AV and other technical equipment as required. Focus, colour and rig lighting equipment in all areas where stage lighting is installed.
4. Book freelance staff to assist with rigging and equipment operation as necessary. Order supplies as required to ensure events can be successfully staged.
5. Maintain high safety standards. Advise staff and clients in the use of Bromley Hall equipment. Ensure safety standards relating to the staging of events, in accordance with licencing regulations and H&S regulations. Carry out Risk Assessments where necessary.
6. Supervise the maintenance of equipment within the Bromley Hall, drama studios and other areas as directed. Carry out PAT testing, the cleaning of lanterns, minor repairs and the safe and ordered storage of equipment. Maintain secure and tidy storage of all technical equipment.
7. Assist the Theatre Manager with event management duties, including FOH and ticketing.
8. Engage contractors to carry out repairs and maintenance of all staging and ancillary equipment and monitor accordingly. Ensure all statutory/regulatory checks are booked including winch tests, electrical safety, seating bank, ladders and aerial platforms. Ensure safety legislation and licencing regulations are complied with.
9. Support and mentor the student technical team for school events.
10. Undertake other such duties as may be necessary within the scope of the post.

**Review:**

This job description will be subject to a periodic review and may be amended at any time after consultation with the post holder.

**Terms and Conditions**

The post will average 36 hours per week. The hours will vary each week according to demand but generally will be no lower than 20 hours in any one week and no more than 48. The majority of the hours will tend to be worked at evening and weekends.

If 48 hours or above are required in one week and the post-holder agrees to work they will be paid at the appropriate overtime rate

Holidays: 28 days per annum – to be taken within school holidays.

Salary: c £20,808. per annum (paid monthly on 27<sup>th</sup>)

**PERSON SPECIFICATION**

Knowledge and Experience required:

- Experience of working as part of a team.
- A progressive, positive and forward thinking attitude
- A passionate interest in theatre and education.
- Experience of technical work in a theatre or public entertainment environment.
- Experience of rigging and operating sound and lighting equipment and of stage presentation in theatre venues licensed for public entertainment.
- Knowledge of digital AV and projection
- Significant knowledge and experience of the Health and Safety requirements of technical work and experience of Risk Assessment.
- Appropriate technical or professional qualifications/ training.
- Excellent communication skills.

**DBS and pre-employment checks**

The successful applicant will be subjected to an Enhanced Disclosure.