JOB DESCRIPTION

**Job Title: Deputy Technical Manager – Selladoor Venues Peterborough**

**Responsible to:** Technical Manager

**Place of Work:** Peterborough (New & Key Theatre)

**Hours of Work:** 40 hours a week, including some evenings and weekends.

**Salary:** from £28,000 per annum + BECTU payments

**Contract:** Permanent Contract

**Pension:** Company Pension Scheme available

**Probation:** 6 months

**Start Date:** ASAP

**About Selladoor Venues**:

Selladoor Venues are a group of exceptional regional venues with a shared mission of developing local talent, presenting first class work, producing work of national and international importance – and being a theatre for everyone within their communities. The venue group comprises the Queen Theatre, Barnstaple (650 seats), Landmark Theatre, Ilfracombe (450 seats), the New Theatre Peterborough (1,100 seats) and the Key Theatre Peterborough (112 & 360 seats).  The group has ambitions of growing and federating more buildings with a similar approach and ethos – and is putting together a team of strong-minded leaders to build a business of excellence in venue management with a firm eye on growth and development.

The business will be transitioning to a charitable company (Landmark Theatres Ltd) and building on its foundations of presenting top quality theatre to its local audiences. The company has strong foundations in generating income as commercially driven businesses, driving trade and strong attendance. But newly found relationships with key stakeholders such as the Arts Council England have broadened the companies’ ambitions against their Let’s Create Strategy – and the business now has a strong need and argument for regular public subsidy.

Selladoor Venues is committed to being a diverse and inclusive organisation and we are keen to make our workforce more representative of different backgrounds and experiences of the communities we serve. We work to remove barriers and pride ourselves on giving opportunities to people of all walks of like and all class backgrounds. We welcome applications from people who are under-represented in our organisation. These include those who identify as LGBTQIA+, D/Deaf, and disabled, those who are early in their careers or come from groups who experience racial inequality.

We are committed to protecting the privacy and security of your personal information. If you would like to see a copy of our privacy notice please write to Jag Singh, General Manager.

Selladoor Venues is committed to safeguarding the welfare of participants and partners. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered ‘spent’ as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013).

**Purpose of the Job:** To assist in the running of the technical theatre department and to ensure the smooth and safe running of the all productions, hires and events.

You will work hard to achieve the vision of the New & Key Theatres Peterborough and ensure a safe and compliant environment at all times.

Ensure Selladoor Venues’ and venue specific brand is represented appropriately in all areas of activity.

**Key Responsibilities:**

**Main Duties**

* To ensure the day to day operation and activities relating to the technical operation of our Peterborough Theatres are planned, and executed professionally & efficiently
* To work within the Technical department on the safe provision of all technical aspects relating to productions at Selladoor Venues, this includes working and running fit-ups, get-outs, show calls and production periods as scheduled by the Technical Manager.
* To take primary responsibility in the day to day installation and operation of all lighting, sound, rigging, staging AV, access, emergency and safety systems at the New Theatre Peterborough used for performance and production periods. To be proficient in the use of all in-house systems and equipment.
* As and when required, to liaise with creative teams, visiting companies and external hirers regarding their lighting, sound, staging and AV requirements.
* To deputise for the Technical Manager, in his/her absence.
* To assist with administrative tasks as required, including but not limited to preparation of rotas, risk assessments and method statements, logging of equipment testing and inspections.
* To maintain, buy or hire equipment for the artistic programme according to scheduling, budget and technical needs
* Supporting the Technical Manager and setting the expectation with the team to ensure that all visiting companies / productions to the theatre are professionally supported, including management of get ins, shows and get outs, delivering a high standard of customer care and experience
* Assisting the GM, and Technical Manager in achieving the objectives for our Peterborough theatres and business plan
* To line manage the technical team
* To schedule and supervise all technical staff making best use of their time and keeping an accurate record of hours worked
* To work with the organisation and Technical Manager to promote good working practices and maintaining high production values within the department
* To support the organisation in compliance, ensuring that staff are up to date with all relevant building related policies and procedures

**Operational**

* Gain an understanding of the buildings and all theirs capabilities – in production the lighting, sound, relays, video and cabling and as a building the air handling, alarms, lift, etc.
* To work on the maintenance upkeep of the buildings, keeping records to ensure regular maintenance checks are carried out on a regular basis in line with external contractors.
* To support the Technical Manager in delivering high levels of housekeeping within our venues, addressing maintenance and undertaking basic maintenance duties
* To work with the Technical Manager and develop plans for maintenance works that need to be undertaken and liaise and supervise outside contractors to ensure works are effectively carried out
* To work with the Technical Manager to ensure technical riders are received in good time and appropriately dealt with and communicated for both venues
* To ensure that the theatres are appropriately recharging costs for Technical resource at the theatres and that these are accurately produced and distributed
* To support the Technical Manager in the completion of monthly payroll and ensure that these are accurate and sent to the GM in good time each month

**Health & Safety**

* To assist the Technical Manager in implementing and inputting to working practices and procedures
* To work with the theatre team and Technical Manager to ensure that all areas within our buildings and facilities are in safe and presentable condition
* To assist in ongoing planned maintenance for all setting, rigging, lighting, sound, and AV equipment, including Portable Appliance Testing. To fault find and carry out end user maintenance on these items and to ensue non-user serviceable faults are reported quickly and correctly to the Technical Manager.
* To undertake basic maintenance duties as required to ensure the workplace adheres to health and safety requirements and all staff are appropriately informed
* To be familiar with, and comply with existing H & S regulations relevant to the industry and keep abreast of changes which may impact the sector and business
* To assist the Technical Manager with the general upkeep to the fabric, fixtures and fittings of the auditorium, back stage and Front Of House areas.
* To assist the Technical Manager by contributing to the development of the organisations H & S policy and the development of safe and efficient systems of working
* To support the business through the development of risk assessments where required and ensuring that all staff are updated H & S policies and working practices are adhered too in line with relevant regulations
* Working with the Technical Manager to ensure that as a organisation we are keeping abreast of current developments in H & S within live entertainment industry, consider and address any H & S issues that arise in respect of the visiting company / show.
* To ensure that all get-in, fit-ups and get-out regulations are adhered to, Health & Safety check sheets are accurately completed and truck loading plans are adhered to.

**General**

* To work with the Technical Manager and ensure that the technical team adhere to all Selladoor policies and regulations, be a key holder and ensure that the security of the building is maintained at all times
* To attend operational meetings in the absence of the technical manager and other meetings as required
* To assist the wider theatre team with community engagement in any educational and outreach projects as required
* To undertake other tasks as reasonably required by the Technical Manager & General Manager to ensure that our venues in Peterborough operate as an effective sustainable business

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities. In consultation and agreement with you, this Job Description may also be amended at any time.

Please forward a completed application form to [**jobs@selladoorvenues.com**](mailto:jobs@selladoorvenues.com) closing date: **05th November 2022**