**LANDMARK THEATRES LTD**

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**Job Description**

**Deputy Technical Manager**

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**Job Title: Deputy Technical Manager   
Responsible to:** Technical Manager  
**Place of Work:** Peterborough Theatres

**Hours of Work:** 40 hours a week, including some evening and weekends  
**Salary:** £28,000 per annum + BECTU payments  
**Contract:** Permanent Contract  
**Pension:** Company Pension Scheme available  
**Probation:** 6 months and 6 months’ notice

**Start Date:** As soon as possible

**About Landmark Theatres**:

**LANDMARK THEATRES** is a community embedded National organisation designed to deliver the highest quality theatre to the widest possible demographic in the least culturally engaged places in England.

The idea for Landmark Theatre Ltd was born before the pandemic, which has served to make it more urgent. The theatres, some of whom have previously been closed or in difficulty under previous administrations, have been through a transformation over the past 2 years.  Previously named Selladoor Venues, Landmark Theatres is now moving forward with an ambitious new model for operating. We are building a new producing theatre organisation outside London – for the first time in a generation. This community embedded new national organisation is designed to deliver the highest quality theatre by for and with the widest demographic in the least engaged places in England. Funding from Arts Council is a great vote of confidence in our potential to deliver to areas previously underinvested in culturally.

We are headquartered at the Queen’s Theatre, 100 Boutport Street Barnstaple and currently we work in North Devon and in Peterborough.  We look forward to working with our national, regional, and local partners and most of all with the artists and communities in our places – to deliver measurable economic benefit, improve health and well-being and first and foremost to empower talent and create and curate exceptional work.

The Arts Council’s investment of £3million over the next three years will ensure that Landmark Theatres can deliver an ambitious artistic mission, driving quality work, inspiring, and developing new talent for and with the audience we serve across North Devon and Peterborough.

This is an organisation with the huge ambition necessary to tackle disproportionality.

The business will complete transitioning to a charitable company to coincide with the negotiation of our funding agreement with ACE. 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.

Landmark Theatres Ltd 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 from all walks of life and all class backgrounds. We welcome applications from people who are under-represented in our organisation. These include those who identify as LGBTQIA+, D/Ddeaf, 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 karen.harding@selladoorvenues.com

Landmark Theatres Ltd 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).

**About the Role**

This is an opportunity for an outstanding and experienced, high level technician to join the Senior Management Team in Peterborough at a time of exceptional development and change. The Deputy technical Manager will assist the Technical Manager & be responsible for the day to day technical and facility management of both the Key Theatre & New Theatre in Peterborough and ensure the safe presentation of all productions, hires & events in our venues. The Deputy technical Manager will be responsible for a team of up to 4 Technicians. They will espouse the values of the organisation and through effective leadership will set the expectations through the team to deliver the vision of Landmark Theatres. The Deputy Technical Manager will take great pride in what they do, ensuring the highest levels of customer care, housekeeping and always ensuring a safe and compliant environment at all times.

**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 in accordance to the Technical Managers requests.
* 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, ensuring health and safety policies are adhered to at all times.
* 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 to relevant staff, 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 safe systems of work, and procedures
* To work with the theatre team and Technical Manager to ensure that all areas within our buildings and facilities are in a safe and presentable condition at all times, whether dark or in use.
* 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.

**Person Specification:**

Relevant Experience & Knowledge

* A broad based knowledge of, and practice in all technical areas of theatre.
* At least 4 years’ relevant experience as a technician.
* Experience of maintaining all production related equipment and systems.
* Experience and knowledge of Technical Theatre Health & Safety standards and procedures, including producing, amending, monitoring production safety issues and risk assessments.
* Experience of building facility management.

Skills & Abilities

* Proven skills and experience of managing staff and dealing with staffing issues with the ability to inspire a team (desirable)
* Excellent organisational, interpersonal and communication skills.
* Ability to work well under pressure.
* Programming and operation of ETC consoles.
* Experience of DiGiCo digital sound desks.
* Proven experience with Logic and QLab.
* Experience in working with digital film projectors (Desirable)
* Experience of CAD (desirable).
* Carpentry or Stage Carpentry qualification (Desirable)
* Accredited qualifications in technical theatre (Desirable)

Personality

* Able to work with other managers as part of a collaborative team to develop high standards across all departments.
* Commitment to, and an understanding of, the principles underpinning equality, diversity and inclusion, and environmental responsibility.
* Excellent IT skills – particularly Microsoft Office & excel.
* Driving licence

Valid Disclosure and Barring (DBS) certificate is a requirement – or being willing to undergo and enhanced DBS check (At Landmark’s expense) if a job offer is made subject to this being obtained.

The job description for this position may be reviewed and amended to incorporate the future needs of the department and organisation. This job description is intended as a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and is subject to review.

The application process will be via a completed Application Form. We do not accept CVs. The Form should then be emailed to as the subject line. The closing date for applications is midnight on **Sunday 7th May 2023**. Interviews will take place on week commencing **15th May 2023** either in-person or via video conferencing.