



Technical Manager

Maddermarket Theatre Trust Ltd

Purpose of the job

Working closely with the Artistic Director and Production Manager the Technical Manager is responsible for all technical provision and support across the theatre's three strands of activities; in-house programme of theatre produced by the resident amateur company The Norwich Players; mixed arts-form programme of professional visiting companies and activities of Mad Red Theatre School, the theatre's education arm. Training and coordination of volunteers is a key aspect of this role.

Duties and responsibilities

Technical Stock

- Responsible for the maintenance, usage and performance of all technical equipment used within performances and classes.
- Responsible for ensuring that all technical equipment is correctly stored and used and maintained in accordance with health and safety protocols and industry best practice.
- Responsible for maintaining, updating and creating internal systems for storage and usage of technical equipment as required.
- Responsible for the planning and delivery of technical maintenance both within an annual maintenance period and in the form of ongoing monitoring and repair.
- Responsible for the ordering of rolling technical stock within agreed budgets and for recommending specific investments to the Artistic Director as appropriate.
- Responsible for the organisation of technical hires to support in-house productions where required and in accordance with agreed budgets.

Visiting Programme

- Acting as the primary point of contact and ongoing liaison for visiting artists and companies.
- Undertaking all communications and administration required to ensure the theatre is ready to receive visiting work and provide the technical and logistical support as agreed.
- Responsible for ensuring that The Maddermarket Theatre retains its reputation as a welcoming venue with a high level of customer service to visiting artists and companies.
- Responsible for developing The Maddermarket Theatre's reputation for providing visiting artists and companies with a high level of technical provision in accordance with industry expectations.
- Responsible for the staffing, training and management of technical volunteers on visiting programme events as required and appropriate.
- Responsible for the staffing and supervision of freelance duty technicians as required and appropriate.



In-House Programme

- Responsible for ensuring all activities and productions by The Norwich Players and Mad Red Theatre School are provided with the technical provision they require.
- In partnership with the Production Manager and working closely with the Artistic Director ensuring all in-house productions are sufficiently and appropriately staffed by technical volunteers and volunteer technical creatives.
- Responsible for ongoing training and supervision of all technical volunteers on activities and productions within the in-house programme.
- Responsible for promoting and facilitating a high standard of technical language and usage within the in-house programme and for working in partnership with both professional staff and volunteers to achieve this.
- Responsible for proactively identifying and creating journeys of development for technical volunteers and for devising and delivering training sessions as required.
- Responsible for inducting new technical volunteers into the building and for ensuring this strand of the theatre's volunteer community is welcoming, accessible and stimulating.
- Working closely with the Artistic Director and in partnership with the Production Manager and Head of Wardrobe to grow the theatre's volunteer community through the development of new links, pathways and partnerships.

General responsibilities

- To carry out all duties in such a way as to proactively promote diversity, equality, inclusivity and accessibility across the organisation and its staff and volunteer community.
- To carry out all duties in such a way as to proactively promote a culture of learning, growth and self-development within the theatre.
- To be a reliable, flexible, supportive and dynamic colleague within a small professional team.

Key relationships

- Reporting directly to the Artistic Director and the General Manager.
- Regularly working closely with and managing technical volunteers.
- Regularly working in partnership with the Production Manager.
- Regularly working closely with and supporting visiting companies and artists.
- Regularly working in partnership with and/or supervising external contractors and suppliers.
- Periodically supervising professional freelance technicians for the visiting programme.

Terms of Employment

Reporting to: General Manager and Artistic Director

Hours: 25 hours/week on average. Monthly working pattern will be variable with some working weeks more than 25 hours, and some less.

Salary: £15,424.50 (£21,840 pro rata)

Holidays: Up to 20 days per annum pro rata plus Bank Holidays

Contract type: Permanent

Probation: Three months

Notice period: Three months



Person Specification

ESSENTIAL	DESIRABLE
<p>Qualifications</p> <ul style="list-style-type: none"> A recognised UK qualification in theatre technical craft, or equivalent several years' experience in a relevant technical management or supervisory role in a theatre or arts centre 	<p>Qualifications</p> <ul style="list-style-type: none"> Current First aid certificate Current, clean driving License
<p>Experience</p> <ul style="list-style-type: none"> A minimum of 2yrs professional experience working in residential technical roles within theatres Experience of working closely with volunteers/non-professionals within a theatre, community or drama training setting Experience of liaising with and providing technical support to visiting companies/artists within a performance venue 	<p>Experience</p> <ul style="list-style-type: none"> Experience in a technical role within a theatre that both produces and receives Experience of working in a management or supervisory role Experience of training non-professionals in technical theatre and/or teaching technical theatre skills
<p>Skills</p> <ul style="list-style-type: none"> Excellent planning, organisation skills, multi-tasking and time-management Excellent team-working skills Ability to communicate effectively with a wide variety of people, including theatre professionals, volunteers and young people Strong leadership skills and the ability to motivate and manage Teaching, training and mentoring skills Ability to create, monitor and sustain systems and protocols An advanced level of understanding and capability across all aspects of technical theatre including lights, sound and AV. Strong proficiency in Outlook, Word and Excel & Qlab PAT testing and repairing of theatre technical equipment 	<p>Skills</p> <ul style="list-style-type: none"> Strategic skills with the ability to proactively identify potential for technical development within the theatre The ability to deliver training to a wide age and experience demographic and to those with additional needs The ability to bring creative design skills to lighting, sound and AV Proficiency in CAD software Ability to program a Congo junior lighting board Ability to live sound mixing preferably with existing understanding of an Allen and Heath GLD 80
<p>Other</p> <ul style="list-style-type: none"> An interest in working within a community venue and theatre as a means of improving health and wellbeing An interest in accessible technical theatre training 	<p>Other</p> <ul style="list-style-type: none"> An interest in contributing to a theatre's progression towards a more environmentally sustainable model An interest in working in partnership with other local training organisations