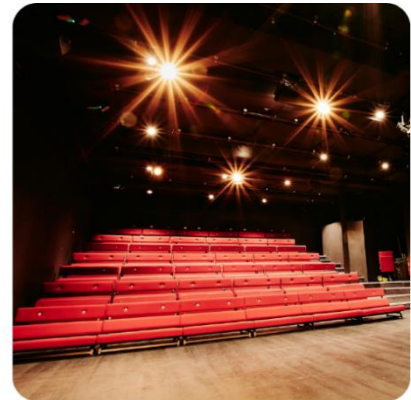


Technical and Building Manager Recruitment Pack

WHO WE ARE



“It’s just made me even more creative and probably made me a better, happier person”
Participant, Young Theatre Makers

“Coming here has just really opened my eyes to what theatre can be.”
Erica, Young Theatre Maker & Assistant Facilitator



“Thrilling fresh look at Arthur Miller’s masterwork... outstanding update on one of the great plays of the 20th Century”

The Stage on Tobacco Factory Theatres’s production of
Arthur Miller’s *A View From the Bridge*, directed by Mike Tweddle



"Delightfully whimsical... this show is ready to smack a big smile over your face."
Broadway World on Tobacco Factory Theatres’s production of *The Borrowers* by Mary Norton

Our mission is to provide a welcoming home for creative adventures and human connection; to offer incredible theatre and opportunities to learn and exchange ideas.

Tobacco Factory Theatres is a much-loved independent theatre and arts charity, located in a re-purposed factory and operating two flexible theatre spaces. Born out of an experiment 20 years ago, we are continually developing and our vision is to build an inclusive creative community rooted in our home in South Bristol. Our unique setting makes for electrifying experiences and we deliver these in our trademark adventurous spirit.

We want our inspirational theatre to take people on creative adventures, nurture talent and provide life-changing opportunities. Through our varied and highly regarded artistic programming, professional development work and creative engagement department, we use culture to bring about positive change in our community. Pre-Covid, we were welcoming 70,000 people through our doors each year.

Over the last two years we have navigated a major threat to our existence. This has involved significant challenges, but has strengthened our determination to be the best we can be. We have adapted, developed new and exciting partnerships and are committed to supporting the resurgence and strengthening of a vibrant and inclusive cultural scene for Bristol.

INCLUSION AND DIVERSITY

Our vision is to build an inclusive creative community rooted in our home in South Bristol. Our inspirational theatre will nurture talent and provide life-changing opportunities for all.

The unforgettable experiences we offer are built on the values of curiosity, kindness, collaboration and inclusion. We want everyone who attends Tobacco Factory Theatres to feel equally welcome, respected and valued.

To achieve this, we need to make our programmes and spaces more accessible and relevant. We are thus committed to embodying and championing diversity and inclusion across our audiences, beneficiaries, staff and board.

Whilst we welcome applications from people of all backgrounds, we strongly welcome applications from people whose identities or backgrounds are under-represented in the arts industry. If this applies to you, **please refer to this in your application and we will guarantee an interview** if you meet the criteria listed in 'We would like to hear from people who have'.

Job Title: Technical and Building Manager

Reports To: Head of Operations

Responsible For: Theatre Technician, Casual Technicians

SCOPE

The Technical and Building Manager is a senior position in our Operations Team, playing a crucial role in the day to day running of our busy venue.

You will take overall responsibility for ensuring compliance and best practice across organisational health and safety, ensuring the requirements of Health and Safety legislation, company policy, risk assessments and licensing regulations are adhered to at all times.

You will lead a programme of regular building inspections, maintenance and improvements, ensuring that any maintenance is carried out in a safe, timely manner and to a high standard.

You will be responsible for the technical management of both the Factory Theatre, the Spielman Theatre and off site production, the maintenance of their facilities and technical equipment, the safe working conditions and practices of the spaces, and correspondence with all visiting companies and in-house production creative teams. You will also support the development of any off site or touring work that we present or produce.

You will line manage the Theatre Technician and a pool of technical casual staff to cover technical shifts as required. When possible, you will work technical shifts in the theatres to assist the delivery of our artistic programme.

You will support our staff team to assess the requirements of the visiting programme, engagement programme and events and hires programmes and you will contribute to the planning and delivery of our in-house productions.

This is a part time position working 32 hours per week, however regular duty technical shifts are available to increase to full time if desired.

KEY AREAS OF WORK

Technical Management

- Responsible for ensuring that technical equipment and facilities in the theatres spaces, backstage and technical areas are fit for purpose at all times, are kept in safe working order and a programme of regular checks and maintenance is in place at all times
- Ensuring that activity within the theatres complies with the theatre premises licence at all times. Acting as the main point of contact with Bristol City Council H&S, Fire and licensing teams as required
- Line managing the Theatre Technician and pool of freelance technicians
- Managing the technical rota to provide our standard tech cover support for all visiting companies within the theatres, at off site productions, and for all other events requiring tech input i.e. engagement activity, hires, events and launches
- Covering duty tech cover shifts where possible, to provide support to visiting companies and in house productions in order to bring the technical staffing budget in on target. You will manage the use of these hours depending on workload and other duties
- Responsible for liaising with visiting companies, hires and in house productions, events and engagement work to ensure tech requirements are achieved
- Ensuring that all visiting companies, technical and other theatre staff, and in-house creative production teams are aware of building procedures regarding Health and Safety and that they all work to our regulations and best practice
- Assisting the Programming Team with technical queries and oversight support for all our productions
- Managing all technical income and spend budgets
- Working to increase external hires of technical equipment and services
- Managing and developing the equipment and skill base to capture or live stream performances and content

Health and Safety

- Responsible for monitoring and reviewing the organisational Health and Safety policy and procedures, ensuring compliance with Health and Safety legislation, best practice, and ensuring that all staff, building users and visitors are aware of and work within its guidelines
- Responsible for monitoring and reviewing the Risk Assessment procedures for the organisation, ensuring that Risk Assessments are in place and reviewed for all on and off-site activity
- Overseeing and ensuring that regular testing and safety checks of facilities and equipment are undertaken and recorded and that systems are reviewed annually
- Overseeing the Health and Safety, fire and first aid training processes, ensuring appropriate levels of staff are adequately trained at all times
- Leading and managing the work of the Health and Safety Committee

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Patron Mrs Mary Prior CVO MBE

Trustees Sarah Smith (Chair), Joseph Bell, Mike Forrest, Ewen Macgregor, Mark Panay, Christelle Pellecuer, Ceri Wade & Alison Eynon
Company no. 04536120 / Charity no. 1097542



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ENGLAND**

Building Management

- Responsible for ensuring that the fabric, facilities and equipment within our lease area (including within the theatres e.g. technical equipment, seating and air conditioning) are kept in safe working order, overseeing maintenance specialists where necessary and recording work undertaken
- Working closely with the Head of Operations on the scheduling of activity and resource across all spaces to ensure smooth, efficient and compliant delivery at all times
- Working closely with the Head of Operations to lead on building security and respond to incidents as required. Ensuring security systems and procedures are in place, regularly monitored and that all staff are aware and trained as appropriate
- Acting as one of our organisation's emergency contacts and respond to any incidents as required
- Working closely with the Head of Operations to lead licensing reviews, updates and applications, ensuring compliance within these by all staff
- Supporting the Head of Operations with the set up and management of the organisation's IT infrastructure
- Coordinating and updating a register of technical and building assets and equipment. Ensuring that all equipment is present, maintained and fit for purpose.
- Working closely with the Head of Operations and Senior Management team to play a full role in the development of any on or off site capital plans, including building, equipment and facility developments
- Working as a member of our Environmental committee to implement improvements to reduce environmental impact

Other

- To be an informed and enthusiastic member of the team
- To attend staff meetings and away days, and other theatre events including season launches and press nights
- To attend productions & keep abreast of all activities in the Theatres
- To abide by the Tobacco Factory Theatres policies and procedures
- Any other duties as mutually agreed with the Head of Operations

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We would like to hear from people who have:

- Experience of leading and managing an organisations Health and Safety policy and procedures including creating and monitoring risk assessments
- Experience of running maintenance and upkeep programmes for building fabric, facilities and equipment
- At least two years' experience of technical management in a busy theatre or similar environment.
- A strong working knowledge of theatre electrics, technical maintenance and entertainment ip networks
- Experience of running fit ups, get outs and show operation
- Experience of programming ETC lighting consoles; including Intelligent fixture programing
- Experience of design, set up, and operation of sound equipment including Qlab; digital desks and network protocols and (multi output speaker systems)
- Knowledge of digital capture and live streaming
- Experience of working at heights
- Experience using Cad software
- Strong organisational and communications skills and the ability to multitask in a high pressure environment
- Experience of managing technicians and casual staff
- Experience of budget management
- A can do approach to problem solving
- An interest and enthusiasm for theatre and the value of the cultural sector

Applicants may also have:

- A PAT test qualification and Electrical qualification
- Experience of touring theatre
- Training in first aid, manual handling, health and safety and working at height
- Experience of Live sound work and Sound design
- Experience of lighting design
- Set construction skills
- Experience of Vmix operation
- Black magic Atem
- Camera operation and vision mixing experience

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TERMS & CONDITIONS

- Contract:** Permanent
- Hours per week:** 0.8 FTE (32 hours per week). Fixed shifts across Mon – Friday with occasional weekend work. Flexibility will be needed based on the requirements of the visiting programme when evening and weekend work will be required.
- Annual salary:** £29,000 per annum (pro rata)
- Holiday:** 30 days (pro rata) per year including bank holidays.
- Employer:** Tobacco Factory Arts Trust
- Location of post:** Tobacco Factory Theatres, Raleigh Road, Bristol, BS3 1TF.
- Probation period:** Three months where notice is one week on either side
- Notice thereafter:** Three months

APPLICATION PROCESS

All applications will be considered.

We strongly welcome applications from people whose identities or backgrounds are under-represented in the arts industry. If this applies to you, **please refer to this in your application and we will guarantee an interview** if you meet the criteria listed in the 'We would like to hear from people who have' section.

If you require an Application Pack in an alternative format or have any questions about this role or the application, please get in touch with our Operations & Events Administrator at theatre@tobaccofactorytheatres.com

To apply:

To apply for this position please email recruitment@tobaccofactorytheatres.com with the subject 'Technical and Building Manager' and include all of the following:

- Your CV
- A cover letter (max 2 sides of A4), or a short video or audio file, detailing relevant experience and why you want this role
- A completed Equalities Monitoring form

Deadline: 10am on Tuesday 21 June. Applications received after this time cannot be considered

Interviews: Friday 24th June

Start date: ASAP following offer