

## Technical 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, founded 20 years ago and located in a re-purposed factory.

Our vision is to build an inclusive creative community rooted in our home in South Bristol. Through inspirational theatre we take people on creative adventures, nurture talent, connect people and provide life-changing opportunities.

We present up to three in-house productions and 50 touring shows each year, and we support and commission new work by independent artists. We are proud to offer creative learning and participation opportunities to 3,000 local people each year, with 200 children and adults attending weekly courses at the theatre.

We work alongside inspirational resident artists and facilitators, who help shape our plans and programmes, and a community of 300 Artist Members who participate in regular meet-ups and events, generating new ideas with us.

Over the next decade, we want to build on our achievements of the last 20 years:

- developing our reputation as a world-class centre for new work
- growing impact, relevance, accessibility & quality across all we do
- collaborating to build a vibrant & inclusive cultural scene for Bristol & the South West
- improving representation & working culture within the theatre industry
- consolidating a business model that supports our artistic and charitable ambitions

### **INCLUSION AND DIVERSITY**

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 Manager

**Reports To:** Head of Operations

**Responsible For:** Theatre Technician, Casual Technicians

## SCOPE

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

You will be responsible for:

- the technical management of the Factory and Spielman Theatres
- the maintenance of their facilities and technical equipment
- safe working conditions and practices across our spaces
- correspondence with all visiting companies and in-house production creative teams
- supporting the development of any off-site or touring work that we present

This is a part time position (32 hours per week), working a set amount of office hours and duty tech shifts, and managing these hours depending on workload and other duties. You will line manage the Theatre Technician and a pool of technical casual staff, covering technical shifts as required.

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

## KEY AREAS OF WORK

### Technical Management

- Responsible for ensuring that technical equipment and facilities in the theatres, backstage and technical areas are fit for purpose and are kept in safe working order at all times
- Producing and updating policies and procedures, including safety checks and risk assessments, for the theatres, backstage, associated technical areas and technical activity
- Monitoring and updating the register of technical equipment and facilities. Overseeing that regular testing and safety checks are completed and recorded, and that systems are reviewed annually
- Liaising with visiting companies, in house production teams, engagement teams and events clients to ensure technical requirements are achieved
- Assisting the Arts team with technical queries and oversight support for all in house and co-productions
- Line managing the Theatre Technician and pool of freelance technicians to provide our standard technical cover support for our visiting, engagement and events and hires programmes, and any off-site productions and tours

- Responsible for managing technical budgets
- Managing external hires of technical equipment and services

## Health and Safety

- Supporting the Head of Operations to ensure organisational policy on Health and Safety is up to date and all users are working within its guidelines
- Responsible for the Health and Safety working practices of the theatres, backstage and associated technical areas and acting as first point of contact for all enquiries
- Ensuring that all visiting companies, venue 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
- Collating and assessing risk assessments for all activity taking place within the theatres. Supporting the creation of in-house production and organisational risk assessments if required
- 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

## Operations

- Supporting the Head of Operations to ensure 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 at all times
- Working closely with the Operations team to oversee the scheduling of activity and resource across all spaces, ensuring smooth, efficient and compliant delivery at all times
- Acting as one of the organisation's emergency contacts and respond to any incidents as required
- Supporting the Head of Operations with:
  - Building security and associated systems
  - Maintenance projects
  - IT and networking
  - Licencing reviews
- 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 and 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

## **We would like to hear from people who have:**

- Experience of technical management in a busy theatre or similar
- 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 programming
- Experience of design, set up, and operation of sound equipment including Qlab; digital desks and network protocols and multi output speaker systems
- Experience of playing a key role in 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
- 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
- Experience of Blackmagic Atem
- Camera operation and vision mixing experience
- Knowledge of digital capture and live streaming

## **TERMS & CONDITIONS**

**Contract:** Permanent

**Hours per week:** Part time (32 hours per week). Additional or less hours could be considered. Flexibility will be needed based on the requirements of the visiting programme when evening and weekend work will be required.

<b>Annual salary:</b>	£30,000 per annum
<b>Holiday:</b>	30 days (pro rata) per year including bank holidays
<b>Employer:</b>	Tobacco Factory Arts Trust
<b>Location of post:</b>	Tobacco Factory Theatres, Raleigh Road, Bristol, BS3 1TF
<b>Probation period:</b>	Three months where notice is one week on either side
<b>Notice thereafter:</b>	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](mailto:theatre@tobaccofactorytheatres.com)

### To apply:

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

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

<b>Deadline:</b>	10am on Thursday 1 September 2022. Applications received after this time cannot be considered
<b>Interviews:</b>	Week commencing 12 September 2022
<b>Start date:</b>	ASAP following offer