

## JOB DESCRIPTION & PERSON SPECIFICATION

### **TECHNICAL MANAGER Full-time or Part-time (minimum 0.6 full time equivalent)**

Arts at the Old Fire Station (AOFS) is an arts centre in the heart of Oxford. We focus on four things:

- Great art for the public
- Professional development of artists
- Building the confidence and skills of homeless people
- Creating an inclusive public space

The Old Fire Station building is shared by AOFS and Crisis Skylight Oxford who operate separate businesses but have a shared mission. Crisis Skylight is a service providing training and support to homeless people.

Essential to delivering our shared mission is the participation of Crisis members (homeless people using Crisis' services) in our work.

#### **Organisational Relationship and Accountability:**

Line managed by: Deputy Director

Responsible for: Theatre Technician, Casual Technicians,

Works closely with: Director, Front of House Manager and Front of House Co-ordinators, and all those assisting in a technical capacity who may include volunteers, homeless trainees, and colleagues at Crisis Skylight.

**Salary - (£25,000 - £28,000) dependent on experience**

**Budget Responsibility:** Theatre Repairs and Maintenance and Technical/Props for projects

#### **Key Purpose**

To work with the Deputy Director and Director to provide a high theatre technical service to clients requiring sound and theatre lighting. To manage the Arts technical department within pre agreed budgets. Promote the venue and ensure a professional service is provided to all users of the Old Fire Station. Some building wide support required.

#### **Main duties and responsibilities:**

To act as Production Manager on in-house projects

To manage the planning and operation of lighting, sound and staging for all professional, community or other events at the Old Fire Station.

To carry out the necessary rigging, focussing and other physical tasks necessary for a professional presentation of all performances and events.

To pro-actively lead on the overall maintenance, upkeep, management, hiring and security of all technical equipment.

To work closely with the Front of House team to ensure a high level of customer service across all events including AV support.

Alongside other members of the team, ensure that all spaces are prepared properly for use by those hiring or using them.

To work with Crisis members on technical aspects of theatre.

To manage casual technicians, trainees, placements and volunteers.

To act as the senior fire marshall in the absence of the CSO Facilities Manager.

To support the CSO Facilities Manager with maintenance tasks on request, subject to availability.

To maintain and up to date understanding of Health and Safety responsibilities in a Theatre context, and represent the Deputy Director in Health and safety matters when required to do so.

To ensure that visiting companies comply with our safe working practices and Health and Safety regulations, ensuring the company comply with the most up to date legislation

To work within agreed/set budgets and budgetary allocations and develop income streams associated with the hire of technical equipment and services

To undertake any other duties relevant to this post as required by the Deputy Director.

**General:**

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive. This job description will be reviewed with the post holder annually or at significant points for the organisation.

- To have input into Arts at the Old Fire Station policy matters, strategies and business and artistic planning, as part of the Arts' Company policy on inclusive and consultative practice.
- All Arts at the Old Fire Station staff are administratively self-supporting with support given around specific areas of work within the individual and organisation's workplan.
- To carry out the duties of this post in accordance with Arts at the Old Fire Station policies including; Equal Opportunities, Access, Employment, Health and Safety, Inclusion and any other standing policies held by the organisation.

## CONDITIONS OF SERVICE

- Maximum 37 hours, minimum 22.2 hours a week are worked, with a flexible pattern to meet the technical and production requirements of the theatre, with evening and week-end working essential.
- There is an annual leave entitlement of 33 days including bank holidays.
- Expenses will be payable in line with the relevant conditions and rates agreed.

### TECHNICAL MANAGER

### PERSON SPECIFICATION

	Essential	Desirable
<b>Knowledge and Experience</b>	An understanding and appreciation of the basic procedures, disciplines and protocols involved in theatre operations, particularly on the technical side	Experience based skills and/or basic qualifications in appropriate areas, in particular electrical and/or theatrical carpentry techniques.
	Knowledge and experience of all aspects of technical theatre (e.g. lighting, sound, video, construction) and stage management	An understanding of the existing ETC ION Lighting and Soundcraft SI Compact desks
	Experience of technical maintenance, including PAT testing.	An Electrical Qualification and/or City and Guilds A qualification in technical theatre
	Experience of implementating health and safety objectives in a venue/theatre context	Qualifications in working at Heights, Stage Electrics, Manual Handling
	Experience of co-ordinating resources in a busy venue	Experience managing other team members
	A working understanding of and commitment to equal opportunities, in particular with regard to work with vulnerable adults.	Experience of work with homeless or vulnerably housed people and community/non-professional theatre and dance groups
<b>Abilities and Aptitudes</b>	Ability to work on own initiative as part of, and to contribute to, a small and busy team.	Experience of first aid and/or recognised first aid qualification
	Able to understand needs of a diverse range of building users	
	Ability to work effectively and efficiently under pressure.	
	Ability to learn, interpret, understand and explain technical plans and diagrams	

	ICT skills and knowledge	AutoCad
	To be able to work to a flexible work pattern inc. including evenings and weekends.	Be able to advocate for the work of the organisation to third parties
	Experience in a variety of technical roles and knowledge of Stagecraft.	An ability to work in an organised and tidy manner when carrying out technical work
	Excellent customer service skills	

**Applications to [recruitment@oldfirestation.org.uk](mailto:recruitment@oldfirestation.org.uk) by 10am Monday 11<sup>th</sup> February. Shortlisting will take place Tuesday 12<sup>th</sup>. Please add "Technical Manager Application" in the subject heading of the e-mail. Interviews will be held on Wednesday 20<sup>th</sup> February 2019.**

**We guarantee to interview all disabled applicants who meet the minimum criteria for any vacancies.**