



## Technical Manager

### The Role

The Technical Manager for Leicester Square Theatre and the Museum of Comedy will be responsible for all elements of technical requirements in a venue setting. You will need to ensure the smooth and safe operation of the shows, liaising with incoming companies and promoters to ensure that their technical requirements can be met. You will be an ambassador for the venue and responsible for the department, your team and any casuals that you employ.

**Reports To:** Programming Director

**Responsible For:** The smooth running of the technical department, including setting up lighting, sound and AV for shows and operating shows. To be the first point of contact for all technical requirements, this will include being in charge of any deputies or casual technicians employed. Maintaining all the equipment to a high standard and making sure health and safety procedures are adhered to. In association with the Operations Manager to oversee the general maintenance and coordinate contractors to ensure that the building is presented to the highest standard and is safe for use by its staff and patrons at all times.

Additional responsibilities include being the main technical contact for Sh!t-faced Shakespeare and any other in-house shows both in the venues and on tour.

**Hours:** 40 hours per week, including evenings and weekends

**Holiday Entitlement:** 28 days including bank holidays

**Salary:** £37-£42K Per Annum Subject to Experience

### Duties & Responsibilities

- ☐ To be responsible for the smooth running of the technical department.
- ☐ To lead, oversee and support the get in and set up of theatre and live music performances.
- ☐ To act as the primary contact point for visiting companies to ensure the technical/production requirements are met including hiring additional equipment and freelance technicians as required.
- ☐ To set up shows including lighting, sound and AV.
- ☐ To maintain equipment including arranging inspections and dealing with service contracts to ensure that health and safety requirements are met.
- ☐ To lead on all back of house building and technical in relation to Health and Safety & to work with the Operations Manager to ensure that all venue Health and Safety protocols meet legislation.
- ☐ Maintain a record of inspections, documentation and maintenance records for all inhouse equipment and keep an up to date registers of company assets and equipment.



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- ☐ To operate lighting and/or sound for incoming shows or duty tech for those who have their own operators.
- ☐ To lead the technical team as well as manage them including arranging rota's, providing guidance and support, ensuring that your team are all trained and capable in their field.
- ☐ To manage the logistics and requirements of the variety of shows that come into the venue.
- ☐ Liaise with the front of house manager and promoters to ensure smooth running of shows.
- ☐ To attend management meetings and provide reports on progress and requirements.
- ☐ To provide timely financial information to the Finance Manager including crew hours and contract charges for settlement purposes.
- ☐ Be responsible for the department's budget and time management in relation to work hours to ensure that the department is as cost effective as possible.
- ☐ To be an ambassador for the venue.

## PERSON SPECIFICATION

	CRITERIA
<b>SKILLS AND ABILITIES</b>  Someone with a positive outlook who is able to identify the areas that require focus and priority.	<i>Someone who can multitask and works well under pressure is organised and efficient in day to day responsibilities.</i> <i>Someone who can prioritise workloads, be meticulous in planning and communicating with a wide variety of people.</i> <i>Someone who can be an ambassador for the venue both in person and in written word.</i>
<b>EXPERIENCE</b>  Someone with knowledge of all aspects of the technical department and has extensive experience in either a venue or a touring capacity	<b>ESSENTIAL</b> <i>A minimum of 5 years full time professional theatre experience.</i> <i>Experience in all aspects of tech including, but not limited to; lx, sound and AV.</i> <i>Experience of programming, plotting and operation of (a variety of desks) including Yamaha sound desk and an ION XE LX desk. Experience of QLAB.</i> <i>Knowledge of radio mics and live mixing.</i> <i>Experience of live streaming and sound and audio recording.</i> <i>Experience of managing a team and getting the best from all staff within it.</i>  <i>Proven abilities of good technical problem solving skills and ability to work well under pressure.</i> <i>Able to manage multiple and conflicting priorities in a busy environment.</i>





	<p><i>Confident in communicating with a wide variety of people including acts, producers and event organisers.</i></p> <p><b>DESIRABLE</b></p> <p><i>Experience of construction and ability to do some basic carpentry. Practical experience of PAT testing. Working at height and rigging qualifications. First Aid Trained. Fire Safety Trained.</i></p>
<b>KNOWLEDGE</b>	<p><i>Knowledge of technical equipment and tools used in a theatre or similar environment.</i></p> <p><i>Knowledge of health and safety, risk assessments particularly in relation to an auditorium/venue.</i></p> <p><i>Knowledge and an interest in working in a fast-paced theatre environment.</i></p> <p><i>Lighting design and sound design.</i></p>
<b>PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS</b>	<p><i>Someone who has a passion for their job and is good at working as part of a team and individually. You will need to work closely with all departments and with some top names in the entertainment industry, excellent people skills are a must.</i></p> <p><i>A person who is capable of leading a team and can uphold the excellent reputation of Leicester Square Theatre. Who has good communication skills both in person, over the phone and via email and can jump in and take control with a calm head when required.</i></p> <p><i>Dedicated and hardworking by nature with meticulous attention to detail, forward thinking who works well under pressure.</i></p> <p><i>Someone who is London based and happy to be responsible as a keyholder for the venue.</i></p>

