



<b>Position:</b>	<b>Technical and Production Manager</b>
<b>Reports to:</b>	<b>Head of Programmes &amp; Audiences</b>
<b>Responsible for:</b>	<b>Technical staff, Trainees and Casual staff</b>
<b>Hours:</b>	<b>37 hours per week</b>
<b>Salary:</b>	<b>Up to £35,000, dependant on experience</b>
<b>Location:</b>	<b>Market Place, Newbury, and other Corn Exchange venues as required.</b>
<b>Holiday entitlement:</b>	<b>20 days per annum, rising by one day per year to a maximum of 25 days, plus bank holidays (Pro rata if part time)</b>

### **Overview**

The Corn Exchange is a multi-venue arts organisation which presents a wide range of artistic work and creative activity throughout the year, both at its Newbury-based venues and in the wider community in West Berkshire.

The Corn Exchange is a growing, dynamic and exciting organisation in the South East, with a 400 seat mid-scale receiving auditorium, (we produce our own pantomime and youth theatre productions), a 40 seat cinema and a busy Learning Centre presenting workshops and classes and other activity which has a positive impact on individuals and our community. The Corn Exchange also runs 101 Outdoor Arts, a nationally recognised facility to support and nurture artists creating ambitious and brave productions for audiences across the UK and internationally, as well as programming and managing The Base Greenham, a visual arts gallery which is also home to resident artists and a workshop space.

This is a role managing our technical team and department, based in the Corn Exchange building but working with and at our other venues also.

The successful applicant will be an experienced manager working in technical theatre, with a broad range of production knowledge gathered ideally through a range of roles.

The technical team ensures that all shows and events across the organisation (Corn Exchange, 101 Outdoor Arts, The Base, Learning Centre) are imaginatively, efficiently and safely staged to the

highest professional standards. The role will lead by example within the technical team and ensure the department runs smoothly and visiting companies have an exemplary experience.

This role sits at senior management level and will oversee the administration and management of the department, resources and technical areas and will be proactive in implementing health & safety processes.

### **Main Responsibilities:**

#### **Technical & Production**

- oversee the uploading and scheduling of films within the cinema projection system and any required maintenance
- oversee liaison with the incoming companies, instigating initial contact, identifying their requirements, attending site meetings and delegating to supervisors
- liaise directly with large scale or unusual incoming companies ensuring their technical needs are met using the available resources
- welcome in and assist incoming companies to stage their event, including load-ins and get-outs when on duty and giving the best possible guidance and advice to suit the occasion
- work on events as appropriate, overseeing fit-ups and operating shows when necessary, and acting as duty lighting, sound or stage technician when required
- work with the FOH team on event and room set-ups in alternative spaces (Balcony Bar, External café trading area) as and when required
- ensure that presentation of events is consistent and maintained to the highest possible standards.
- operate the technical department in the most sustainable way possible; implementing effective environmental considerations and initiatives
- work as Production/Technical Manager on public outdoor events managing all technical and production preparations (inc. annual lantern parade) acting as Safety Manager on all events, liaising with local authorities
- work as Production Manager on pantomime and youth theatre in house productions
- work on gallery fit-ups and changeovers at The Base when required
- oversee lighting and sound design
- draw layouts and plans for projects when required (lighting plans, office/room layouts)

#### **Maintenance**

- oversee management of the technical resources and equipment, ensuring they are fit for purpose and adequately maintained and ordering stock as needed
- schedule an effective repair and maintenance programme for the technical equipment of the building and its services, including the inspection, cleaning and PAT testing of technical resources
- book in equipment for service & compliance inspections and repairs
- oversee and maintain industry health & safety, keeping up to date with electrical and rigging (L.O.L.E.R.) recommendations
- assist the Operations Manager with upkeep and maintenance schedule of all building services as necessary and liaising with contractors working in the building, if needed when on duty.
- ensure and promote an effective, healthy and safe working environment, observing that all prevailing conditions and regulations are adhered to.

## **Management & Administration**

- manage the technical team, in line with the organisation's review policy
- manage and coordinate the full salaried technicians and casual technicians across both the Corn Exchange and the new Old Library venue
- book in casual techs and freelancers as required
- ensure that the technical rota is completed, updated and made available to those that need it
- support the recruitment of technical staff across the organisation
- convene and chair regular team meetings
- review and instigate in house training within tech department
- check in weekly with the Technical Supervisors to discuss upcoming shows and staff
- ensure clear and timely distribution of event/technical information to all technical staff working on our events and other staff that need it
- ensure appropriate induction and supervision of voluntary technicians, trainees and work experience visitors

## **Finance and administration**

- effectively manage the technical department budget, sign off invoices, monitor spend
- work with the Finance Manager to plan future spend
- regularly review and present capital priorities and risk management plans
- advise all incoming companies in a timely manner of additional, non-contractual charges for technical resources used on their events.
- compile and communicate technical recharges and settlements, post event on a regular basis, reporting to the Finance department
- ensure effective and efficient communications are maintained with all stakeholders.
- ensure up to date departmental spreadsheets, inc logs, budgets, checklists etc
- attend organisational meetings as required, representing the technical department.

## **General Duties/Additional Requirements**

1. To demonstrate a commitment to the Corn Exchange Trust's core values
2. To treat all information as strictly private and confidential, maintaining confidentiality at all times
3. To publicly represent the Corn Exchange Trust in a prepared and professional manner
4. To create a friendly and welcoming atmosphere for users of the Corn Exchange and other buildings.
5. To work unsocial hours as required, often involving evenings and weekends.
6. To act as a keyholder for the building, responding to emergencies out of hours as required
7. To be fully conversant with the organisation's health & safety, safeguarding and EDIB policies and to work within their principles at all times.
8. To perform any other duties that may be reasonably requested.

Please note that this is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and the line manager from time to time.

## **PERSONAL SPECIFICATION**

### **Key Attributes**

The successful candidate will have:

- Broad technical experience from different Arts/Theatre environments
- Production manager experience
- Experience in staff line management
- A good working knowledge of health and safety and event management
- An analytical and practical approach to problem solving
- Good time management and organisational skills
- Good computer literacy and understanding of network principles
- The ability to work under your own initiative and take responsibility for your actions

Whilst we don't require the successful candidate to have the below attributes or experience, you may be interested to know the different systems and processes we use:

- Screenwriter for digital cinema content scheduling
- Seaward PATguard 3 for Portable Appliance Testing
- Yamaha QL5 & Dante for sound control and operation
- ETC EOS family lighting control
- Qlab for compiling, editing and playing out sound & video

#### **Additional Benefits**

- 20% discount in café and bar
- Free theatre, film and exhibition tickets for the Corn Exchange & The Base
- Free access to our small car park
- A day off for your birthday
- A day off for Wellbeing activity

We offer training to our staff members to help them develop and progress and have a strong focus on wellbeing within the organisation. There is the opportunity to join one of our staff working groups – Environmental Action, Equality & Diversity, Fundraising, and Wellbeing.