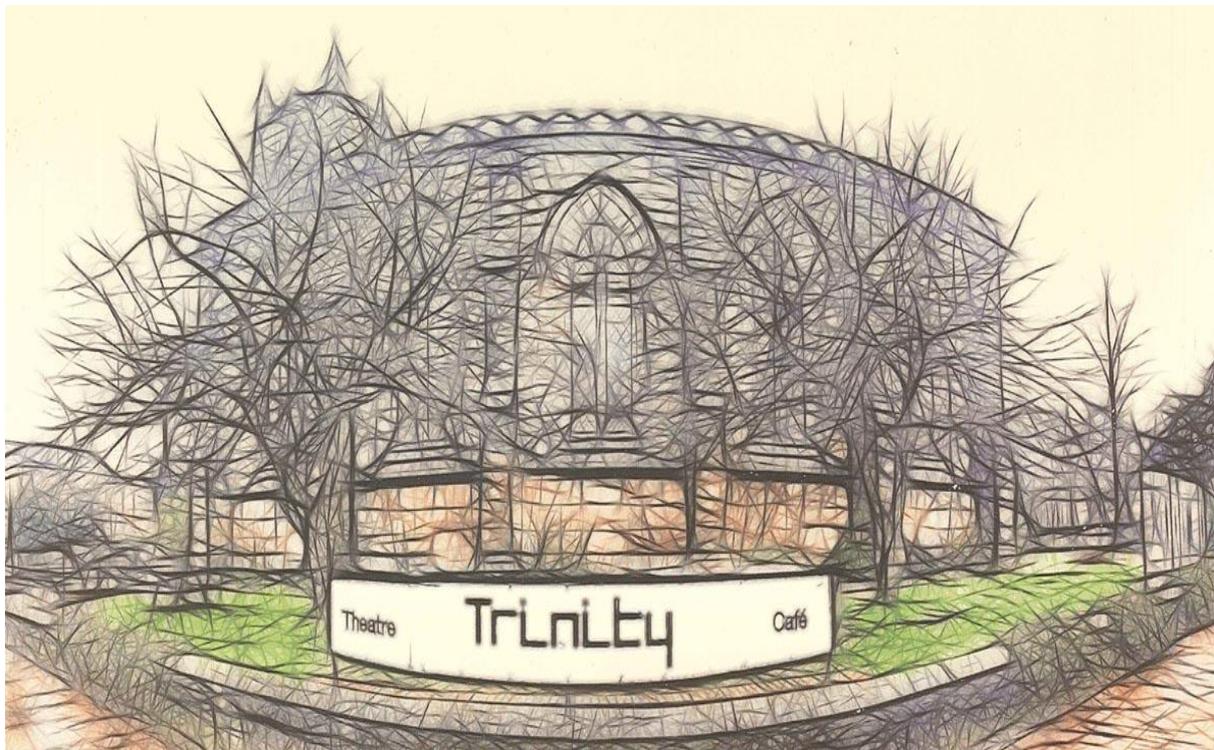


# Trinity



## **Technical Manager Job Pack**

35-40 hours per week (on average, and dependent on operational requirements)

Salary: £22,000 - £24,000 per annum (depending on experience)

**Closing Date: 5pm on Monday 4<sup>th</sup> February 2019**

**Interviews: Monday 11<sup>th</sup> and Tuesday 12<sup>th</sup> February 2019**

# Job Description



## Technical Manager

Thank you for your enquiry about the post of Technical Manager at Trinity Theatre.

### Making an application

A Job Description is included in this pack, along with general information about the Company. Please read these carefully and if you are interested in applying for the position, follow the below instructions. *Please note that if you do not follow these instructions you will significantly reduce your chance of being short-listed for interview.*

Trinity Theatre is committed to equal opportunities and a document outlining this policy is attached to the application form. This applies to the recruitment process where interviews will be arranged for those whose skills and experience appear to match the job requirements most closely.

We would be grateful if you would complete and return the monitoring form attached to the application form, to help us check that we are carrying out our policy of equal opportunities for all people. The information will be kept confidential and will have no bearing on your application.

If you are interested in applying for the position, please send your completed application form to The Administration and HR Manager, Trinity Theatre, Church Road, Tunbridge Wells, Kent, TN11 1JP or e-mail your completed online application form to [hr@trinitytheatre.net](mailto:hr@trinitytheatre.net)

For further information about Trinity Theatre please visit our website: [www.trinitytheatre.net](http://www.trinitytheatre.net)

### Trinity Theatre

Trinity is a charity and a 291-seat theatre and arts venue in the heart of Royal Tunbridge Wells set in a striking 19th century Decimus Burton designed grade II\* listed building. We host a wide range of diverse performances of drama, comedy, music, cinema, dance and live broadcasts of world class theatre, opera, and dance from around the world. We also have a welcoming gallery space and a café-bar open throughout the day.

We are at our core a theatre which informs everything we do. We also are the only theatre in the area that creates their own Christmas show – combining our in-house talent and expertise, with professionals both on stage and off, as well as local children who are given an unparalleled opportunity to work in a professional environment. The Stage in their review of Oliver! recognised this as 'high-achieving, slick and well directed'.

We have built strong relationships with professional companies national and locally and recognise that we have a role in the community to support and encourage local actors, singers, musicians, directors, producers, etc. and have developed an Associate Artist initiative to further this aim. Young people are a vital part of what we do and we have a vibrant and growing Youth Theatre that is supplemented by workshops on particular skills as well as two summer productions. We firmly believe that theatre helps grow the citizens and audiences of tomorrow.

Over the last five years we have seen a period of continued growth and development with audiences increasing by 150% over this period. Currently we present nearly 600 separate events a year attracting audiences of over 52,000. As The Stage observed in their review of A Christmas Carol "Trinity ...seems, at last, to be vibrant again."

# Job Description



**Job Title:** Technical Manager

**Responsible To:** Artistic Director

**Responsible For:** Technical Staff, Technical Casual Staff and Technical Volunteers

**Purpose of Role:**

To lead the Technical Department ensuring that all activities and presentations in the auditorium, foyer and elsewhere in the building run effectively and efficiently and working with staff and volunteers in maintaining the building and ensuring that Trinity complies with relevant legislation.

This role would be ideally suited to someone looking to further develop their experience of managing a department as well as project/production management.

Trinity normally operates 7 days per week with the potential for events requiring technical support every day. You may be required to work 6 days in any 7-day period although this would normally be 5. Your working hours will rise and fall in accordance with the programming activities which will mean some weeks you will work more than 35-40 hours and some weeks less. Over a 12 - month period hours should average 35-40. Your daily hours will vary in accordance with the requirements of the production and will include both daytimes and evenings. Appropriate breaks (unpaid) will be provided.

In any 7-day period there may be more than 2 days off. Days off may not be consecutive.

# Job Description



## Key Activities:

- Manage and co-ordinate the Technical Department to ensure that events run effectively and visiting companies and artists have a welcoming experience and professional support
- To act as Production Manager on Trinity' s annual Christmas production, and any other Trinity produced, or co-produced productions.
- To provide technical support on all Youth Theatre productions as well as Youth and Engagement technical courses.
- To effectively manage budgets under their control and the effective deployment of themselves and staff and volunteers who report to them to ensure that the department operates most efficiently
- Manage the logistics of the Cinema co-ordinating with front of house and other departments so it operates effectively
- To work with the Executive Director/Operations Manager in controlling building maintenance and health and safety ensuring that appropriate standards are met and budgets are achieved
- Effectively manage and motivate staff and volunteers that report to them ensuring that they have a clear sense of purpose and are positively motivated and that their potential is developed
- Support and participate in appropriate Projects that develop Trinity and or the Technical Department
- To support visiting and in house productions, taking a production role where appropriate, to ensure that all technical elements run effectively and smoothly

## Job Description

- Provide technical information, statistics and other information in support of Trinity' s operations, projects and funding applications
- Co-ordinate with the Artistic Director and Administration & HR Manager on Contract Details and Technical Specifications to ensure that events are achievable and run smoothly
- Participate in the wider operation of Trinity by participating effectively in appropriate meetings and events
- Ensure that their own technical knowledge is maintained and up to date

# Job Description

## Key Skills

- A high level of technical knowledge of lighting, sound and associated technology
- A high level of knowledge of stage management and associated disciplines
- A high level of knowledge of Health & Safety legislation and its practical application
- A good level of I.T. skills including Microsoft Office Suite.

## Desirable

- Knowledge of Eos and Zero88 consoles
- Knowledge of Digico SD consoles
- Knowledge of Show Cue System
- Moderate carpentry skills
- Knowledge of moving light maintenance
- Full clean driving license

## Competencies

### Communication

- Demonstrates a good level of written and verbal communication
- Is able to adapt to approach to different audiences and individuals
- Is sensitive to others' needs, attitudes and beliefs
- Able to influence and negotiate effectively
- Demonstrates an effective and appropriate use of humour

### Organisational

- Able to balance conflicting priorities
- Able to deliver to tight deadlines
- Maintains accurate and appropriate records
- Develops and maintains efficient systems

### Flexibility and Resilience

- Maintains a positive attitude
- Works flexibly in terms of methods, approach and timekeeping
- Learns from mistakes and encourages others to do likewise
- Takes a pragmatic approach to situations balancing the requirements of legislation and policy with practical day to day issues
- Develops new and more efficient procedures ensuring that they are introduced effectively

### Management and Leadership

- Leads by example and models high standards of behaviour and customer service
- Establishes clear objectives and leads others to deliver on those objectives
- Finds opportunities to grow and develop self and others
- Deals effectively and fairly with unsatisfactory performance /behaviour
- Makes tough decisions sensitively and appropriately

## Job Description

Trinity

- Finds opportunities to grow and develop the Technical Department