Greenwich Theatre 2024

**Technical Manager (F/T)**

Job Description

We are looking for a self-motivated, focused and welcoming Technical Manager to lead the technical operation of the theatre.

The Technical Manager will report to the Companies Artistic and Executive Directors as a senior member of the management team and will both provide a high level of technical support to all visiting companies as well as provide production management for in-house productions.

You will need a strong knowledge of modern working practices in British theatre, an excitement about supporting emerging theatre-makers as they step up to the mid-scale, an appetite for supporting the production of ambitious theatre and an ability to work in an ever-changing venue with rapidly shifting projects and programming**.**

The role will also work in conjunction with the Executive Director on building maintenance as required.

**Main Purpose:**

To control and be responsible for the safe and successful installation (Get In), show operation (Performance) and removal (Get Out) of all of our visiting productions.

To act as primary Production Manager for any projects that Greenwich Theatre undertakes as part of our in-house programme.

To proactively look after the building’s general infrastructure, making small repairs where possible or working with the Artistic Director or Executive Director and contractors on larger issues.

To supervise and manage the Deputy Technical Manager and a team of Casual Technicians.

**Additional responsibilities:**

To act as primary point of contact for all issues relating to: Lighting, sound and general technical equipment, lighting infrastructure systems, FoH lighting, storage, backstage facilities, Phone system, IT.

Observe all Health & Safety and safe working policies, with particular focus on backstage areas and stage safety. Be responsible for ensuring that visiting companies and other staff are aware, understand and follow our safety policies. Also ensuring that the dock door winch is safely operated when loading and unloading.

To ensure that sufficient casual technicians are employed and properly managed, as required for visiting productions, and that these technicians are competent to work in the theatre.

Assist with the training of any apprentices, interns or other learners that the theatre engages with.

Be a key holder for the building and be responsible for occasionally unlocking in the morning or locking up at night.

To proactively participate in our environmental objectives, including: looking for energy savings, reducing the use of no-recyclable materials, reducing water use, encouraging customers and visiting companies to understand and help our efforts where possible.

Undertake any other duties that may reasonably be asked, where those duties are within the general skill set of the position and are broadly within the spirit of the position.

**Skills / experience needed:**

Minimum 2 years full time working in a technical role in a theatre, preferably one with a high turnover of visiting companies.

Team Management and Leadership, managing a staff schedule/rota. All in a time pressured theatre environment.

A recognised qualification in theatre technical craft, or equivalent several years’ experience in a relevant technical management or supervisory role within a theatre or creative sector.

Strong understanding and proficiency in operating and programming an ETC Ion lighting desk and our other theatrical equipment (**specifications are on our website or attached**)

A strong understanding of mid-scale touring theatre productions and their technical needs.

Experience in production supervision or management including; managing budgets, negotiating booking and contracting set builders and other production suppliers. Also experience of production scheduling, working with transportation suppliers and storage facilities.

Strong proficiency in: Outlook, Word, Excel, and CAD software.

Desirable - An understanding of internal IT networks.

Desirable - Experience of recruitment.

**Reporting to: Artistic Director, Executive Director**

**Responsible for: Deputy Technical Manager, Casual (part time) technicians**

**Hours: Basic 40 hours per week, Monday to Saturday**

**Salary: £32,000 per annum, paid on a monthly basis.**

To apply, return a completed application form and equal opportunities form to [jobs@greenwichtheatre.org.uk](mailto:jobs@greenwichtheatre.org.uk) before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Successful candidates will be invited for interview at Greenwich Theatre on with a start date as soon after as possible.