

## **Technical Manager**

Responsible to the Head of Operations

Responsible for: casual technical staff

**Hours: 37.5 hours per month (flexible)**

**Salary: £17.00 per hour**

### **Main Purpose of the Post**

The Technical Manager is responsible for all technical matters (including housekeeping related to stage, sound and lighting equipment) for all performance spaces on site, both within and without the buildings. The Technical Manager crews shows (or supports touring company technical personnel), and undertakes or supervises stage-related maintenance.

The post holder will work within a small multi-disciplinary team where a positive approach to team working is vital. The Barn's operations are supported by a large team of volunteers, and the Technical Manager will be expected to support the work of others within this extended team.

The Technical Manager reports to the Head of Operations manages the technical team which comprises of casual staff and volunteers as required.

The Technical Manager will, subject to prior agreements regarding requirements and budget, make every effort to meet the requirements of visiting and in-house artistic teams, using the available resources in the most flexible and efficient manner possible.

In addition, the post-holder is responsible for preparing and carrying out a programme of general maintenance tasks for the equipment in the building and advising the Head of Operations of any maintenance or new equipment needs.

The post holder has the responsibility to continuously adhere to the Health & Safety practices and the policies of the Barn.



## **Main Duties of the Post**

### **Overall Responsibilities include:**

#### **Financial**

- To oversee the expenditure of the technical budget, ensuring that the expenditure is appropriate and within budget and providing and maintaining appropriate systems to monitor and record expenditure
- To oversee any hiring out of the venue's equipment as necessary, including ensuring that administrative systems are in place for credit control or contracting, including notifying the venue's accounts department of contracted expenditure where necessary
- Adhering to set budgets, keeping the Head of Operations informed of any changes to budget, providing costings and seeking, where appropriate, authority for expenditure.

#### **Production**

For all in-house productions, co-productions, musical performances, touring productions, events, workshops and hires:

- Facilitating, overseeing and realising the technical staging (including sound and light) requirements for each event as required by the artistic team, within space, equipment and budgetary confines
- Working with incoming musicians and production teams to design and implement lighting, sound and projection requirements
- Maintaining, buying or hiring equipment for both cinema and live performance according to the scheduling, budget and technical needs of both in-house and visiting companies/artists according to the available resources
- Attending production meetings, get-ins, get-outs and performances as required
- Overseeing all rigging activities and ensuring they are carried out in a suitable manner
- Ensuring that adequate stocks of consumables are held

#### **Cinema, sound and lighting equipment**

- Maintain and operate the venue's digital projectors, including regular maintenance and cleaning
- Maintain the venue's cinema screens and all other projection equipment
- Maintain and operate the venue's sound system and associated cabling
- Maintain and operate the venue's lighting system and associated cabling

## **Staffing**

- Recruiting and managing, in consultation with the Head of Operations, all casual staff and volunteers to ensure that all arrangements are in place for scheduled programmes
- Scheduling all casual staff to ensure appropriate cover for all events, making best use of their time and keeping an accurate record of hours worked
- Promoting good working practice and maintaining high production values at all times within the department
- Assessing the training requirements of permanent and casual staff and volunteers, notifying the Head of Operations of these requirements where necessary and providing in-house training wherever possible

## **Health & Safety**

- Being familiar and complying with current Health & Safety regulations relevant to the industry and to keep abreast of changes to such regulations
- To administer the Health & Safety policy as it relates to the department, including backstage, linking corridors, the stage and associated spaces including storage areas
- Ensuring that working practices throughout the building adhere to the in-house Health & Safety policy and with Health & Safety regulations generally. In particular, to ensure that technical aspects of the venue's operation are safe at all times and conform to the appropriate legislative and licensing requirements
- Ensuring that housekeeping related to stage, sound and lighting equipment is maintained to a high standard (the Barn caretaker will support this when TM is not in the building)
- Ensuring that the Barn stage and under-stage area is kept in a clean and presentable state at all times
- Ensuring the upkeep of stage equipment (including sound and lighting), including regular inspections and maintenance, and keeping accurate records of equipment and the maintenance thereof
- Overseeing all rigging activities and ensuring they are carried out in a suitable manner. Notifying the Head of Operations of any Health & Safety issues which arise
- Completing risk assessments for the stage elements of productions, and general risk assessments for specific areas of work within the department.

## **Maintenance**

- Planning and carrying out maintenance tasks, as appropriate, through discussion with the Head of Operations



- Ensuring the upkeep of stage equipment (including sound and lighting), including regular inspections and maintenance, and keeping accurate records of equipment and the maintenance thereof
- Planning and carrying out, where appropriate, such minor alterations and improvements to the venues as may be necessary once pre-agreed with the Head of Operations
- PAT testing

## General

- Developing, in conjunction with the Head of Operations, medium and long-term plans to accommodate and upgrade the Barn's technical requirements
- Keeping informed of current art centre technological developments, working practices, and legislative requirements

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive.

## Additional duties

- To attend and make an active contribution to regular Barn team meetings
- To act at all times as an Ambassador for the Barn
- To undertake such other tasks as may reasonably be requested by the Head of Operations

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"><li>• A positive, 'can-do' attitude to work, and a desire to continuously improve working practices</li><li>• Previous technical stage experience of working in a producing or presenting performing arts venue – music, theatre and dance</li><li>• Thorough knowledge and experience of current stage and rigging techniques</li></ul>	<ul style="list-style-type: none"><li>• Experience of working with volunteers in a mentoring, training or supervisory role</li><li>• Experience of operating digital sound, lighting, projection and screening equipment</li><li>• Knowledge and/or training in managing Health &amp; Safety, including First Aid, Manual Handling, Working at Height (Rope Access, Mobile Elevated Work Platforms etc)</li></ul>

<ul style="list-style-type: none"> <li>• Awareness of Health &amp; Safety issues, including a working knowledge of related legislation</li> <li>• Good communication skills</li> <li>• Ability to remain calm whilst working under pressure</li> <li>• Available to work scheduled evenings and weekends, including the anti-social hours frequently required in the position</li> <li>• Ability to travel independently</li> </ul>	
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## Hours

37.5 hours per month (flexible per week)

Hours worked per week will be aligned to venue operations and will include weekends

## Pay and Contract

### Summary of conditions of employment:

This is a permanent part-time post

- Hourly rate of pay: £17

**To apply** please submit an up to date CV and cover letter outlining your experience and suitability for the post, making specific reference to the job requirements and criteria.

**Application deadline** midnight Friday 8 April 2022

**Interviews** wk beginning 11 April 2022

Please send all applications to [venue@thebarnarts.co.uk](mailto:venue@thebarnarts.co.uk) or by post to The Barn, Burn o' Bennie, Banchory, AB31 5QA marked **Technical Manager**