



IPSWICH
BOROUGH COUNCIL

Ipswich Borough Council Job Description: L47

Technical Manager

Main Purpose of Job

To manage the technical operations of venues within Arts & Entertainments.

Main Duties

1. Responsible for the technical requirements of the Front of House, Stage and Backstage areas of the venues, ensuring a safe and efficient operation for staff and visiting organisations, artists and their entourage at all times. Manage the administration procedures and financial systems as necessary to record all income and expenditure relating to all Venue, Stage and Backstage operations.
2. To pre-manage and ensure the production of all shows by producing a Technical Schedule for each event and show in accordance with the event's production specifications, including provision of staff, equipment, facilities and resource (lighting, sound, electrical requirements etc.), and to liaise with visiting Hirers, Producers, Promoters, Production Manager and Tour Managers etc. on providing relevant services.
3. Ensure the successful presentation of all shows and events within the venues ensuring the highest possible standards are maintained for visiting organisations and the customer.
4. Ensure relevant legal obligations are met at all times by the staff and visiting companies in accordance with the venue's Health & Safety Policy and to produce local H&S arrangements for the auditorium, stage and backstage areas.
5. Maximise revenue from the effective use of staff and services by way of recharges and service charges. Ensure the best possible practice at all times, including the accountability and regular review and monitoring of income and expenditure and liaison with third party users.
6. Produce a Repairs and Maintenance Schedule for the FOH, Stage and Backstage areas to work alongside the venues Repairs & Maintenance Programme and to ensure implementation accordingly.
7. Effectively manage and develop the staff teams to ensure excellent service delivery and cost effective resourcing.
8. Such variations as may be required from time to time without changing the general character of the duties shown or the level of responsibility entailed.



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Person Specification
TECHNICAL MANAGER
Arts & Entertainments

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESMENT
Qualifications	HND or equivalent in a technical related profession with work related experience in a live theatre or similar venue or similar experience	Diploma / Degree or equivalent in a Technical or related field	Application Form / Certificates
Relevant experience	<p>Demonstrable previous technical experience within a busy large scale theatre/multipurpose/events environment</p> <p>Experience of stage management on large scale theatre productions</p> <p>Experience in the control and operation of sound and lighting equipment</p> <p>Experience of maintaining electrical and mechanical plant equipment</p> <p>Previous experience in budgetary, reconciling, personnel and resource management</p> <p>Experience in rider deconstruction and implementation.</p>	<p>Large scale outside event technical experience</p> <p>Producing and managing a repairs and maintenance programme</p>	Application Form / Interview
Specialist knowledge	<p>IT Knowledge and experience to include finance systems and Microsoft office</p> <p>Experience in managing fire regulations and procedures in relation to large scale</p>	<p>Experience of using BMS programme</p> <p>Certified Rigger</p>	

	<p>public buildings</p> <p>IOSH qualification in Health and Safety Management.</p> <p>Knowledge and experience of licensed premises including maintaining site records, risk assessments and method statements</p>	<p>NEBOSH certificate in Health and Safety Management</p> <p>Personal Licence Holder</p>	
Personal skills	<p>Excellent communication & negotiation skills</p> <p>Ability to work under own initiative</p> <p>Ability to work under pressure and meet deadlines to predetermined standards</p> <p>Ability to manage teams of stage managers and technical crew for shows and events</p> <p>Ability to prioritise and manage time effectively</p> <p>Excellent organisational skills</p> <p>Ability to work to high standards, set, and to upsell products/services to promoters.</p> <p>Confidentiality</p>		Application Form / Interview
Special working conditions	<p>Ability to work unsociable hours including evenings and weekends as and when required</p> <p>On call for emergency situations, as part of a team of key holders for the buildings</p> <p>Ability to work in an area with no natural light.</p> <p>Ability to work in a noisy</p>		

	environment during sound checks and show productions		
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