

The Core at Corby Cube

Job Description

Department:

Operations – Technical

Job Title:

Technical Manager

Responsible to:

Head of Operations

Responsible for:

**Theatre Technicians
Casual Technicians
Maintenance and Facilities Attendant (supervision only)**

Job Purpose:

- The practical organisation and supervision of the technical team, ensuring the highest quality of technical delivery for all presented and participatory work within the theatre, cinema and studio spaces at The Core at Corby Cube and, where relevant, alternative spaces
- To be responsible for maintaining the technical and auditorium facilities to the highest standards.
- To support and deputise on relevant areas for the Head of Operations

Key Task Areas:

Staff management

- To be responsible for the efficient day-to-day management and rotas of the technical staff ensuring all events, performances and setups are appropriately staffed within budget and working time regulations are adhered to and monitored.
- Ensure that effective communication with all technical staff is maintained and tasks, systems, procedures and responsibilities are disseminated throughout the technical department.
- To manage the recruitment and performance of technical staff by carrying out progress reviews, ensuring training, objectives and key outputs are cascaded throughout the department and identify and report training needs.

Technical Administration

- To liaise with all incoming companies, the Creative team, Head of Operations and Customer service department to ensure appropriate provisions for the smooth running of all events, corporate bookings, creative learning activity and performances.
- To work with the Head of Operations in managing external contracts and contractor visit for technical and building maintenance, services and inspections.
- To oversee both internal and external recharges and ensure prompt reporting of codes to finance to ensure that recharging is done effectively and in a timely fashion in accordance with the organisations financial regulations.

Practical Delivery

- To regularly work performances and events, including operation of lighting, sound and audio visual equipment, including taking on the role of duty technician.
- To produce lighting and sound designs for in-house productions and community users as required.
- To comply with and implement within the technical team, visiting crew & contractors and community groups all relevant Health & Safety requirements and policies.
- To maintain up to date knowledge of current and new equipment and practices.
- Carry out and supervise building checks and maintenance tasks as required.
- To ensure the upkeep and security of stage, technical and auditorium areas; reporting any issues.
- To ensure that all technical equipment is secure, operated and maintained to the highest standards, ensuring it is available when needed.
- To ensure department consumable levels and asset audits are completed and reported as required.
- To ensure that environmental initiatives are cascaded throughout, and implemented by, the technical team.
- To assist other theatre departments when required including working with the Creative Projects team.

Additional Responsibilities

- Work with the Head of Operations on continuous venue improvements and projects including making recommendations on new equipment and developments.
- To attend meetings as and when required including H&S committee, operations, programming and production meetings.
- To carry out any other tasks that will, from time to time be allocated by the Head of Operations on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.
- Promote and adhere to the organisation's culture and values.
- To undergo relevant training and development required by the Head of Operations.

The Core at Corby Cube presents this job description as a guide to the major areas and duties for which the jobholder is accountable. However, the business operates in an environment that demands change and the jobholder's specific responsibilities and activities will vary and develop. Therefore, the job description should be seen as indicative and not as a permanent, definitive, and exhaustive statement.

This post may be subject to an Enhanced Disclosure Check with DBS.

The Core at Corby Cube Person Specification

Essential	Desirable
<p><u>Experience</u></p> <ul style="list-style-type: none"> • Proven experience of Stage, Electrics and Sound • Proven experience in a similar environment • Proven experience of technical delivery of participatory and produced work • Proven experience of technical liaison with visiting companies and community users • Proven experience of managing a team of technical staff <p><u>Knowledge/Qualifications</u></p> <ul style="list-style-type: none"> • Technical stage equipment • Touring company requirements and interpreting riders • Health & Safety at Work Act 1974 and other legislative requirements • Safe rigging of and safe use of electrics and sound equipment <p><u>Skills/Abilities</u></p> <ul style="list-style-type: none"> • Good IT skills (Word, Excel) • Excellent people management and staff deployment skills • Ability to motivate a team to succeed • Excellent communication skills (oral and written) • Excellent organisational skills • Stage, rigging, sound, and/or electrics design • Attention to detail • Good at working under pressure • Good ability to fault find and problem solve • Ability to work flexible hours including weekends and evenings 	<p><u>Experience</u></p> <ul style="list-style-type: none"> • Working within a venue that has a large and active participatory programme • Working within a producing theatre company, and/or repertory theatre system <p><u>Knowledge/Qualifications</u></p> <ul style="list-style-type: none"> • Programming ETC EOS family consoles • Qlab programming • First Aid at Work certificate* • Driving Licence • Current electrical qualification • Knowledge of Artisan powered flying system • Knowledge of working with digital projection equipment <p><u>Skills/Abilities</u></p> <ul style="list-style-type: none"> • Ability to mix live sound / music in performance • Scenic construction skills • Lighting/Sound Design <p>* Training will be available where necessary</p>

The Core at Corby Cube Terms & Conditions

<u>Job Title</u>	Technical Manager
<u>Contract</u>	Full-time permanent position
<u>Salary</u>	£33,687.40 per annum paid monthly on 20th each month
<u>Hours of Work</u>	42 hours per week averaged over a 4-week period
<u>Work Location</u>	The Core at Corby Cube Corby Cube Theatre Trust Corby Cube George Street Corby Northants NN17 1QG
<u>Holidays</u>	Holiday year April – March 31 days per annum (including 8 days' statutory holiday) - pro-rata in 1st year 33 days per annum after 3 years' continuous service 36 days per annum after 5 years' continuous service
<u>Subject to</u>	Satisfactory References Probationary period – 6 months Compliance with Immigration, Asylum and Nationality Act 2006 and the Immigration Act 2016
<u>Pension Scheme</u>	Contributory staff pension, 5% employee and 3% employer. CCTT pension scheme is provided by NOW pensions. CCTT will contribute after 3 months service
<u>Additional Benefits</u>	Free Employee Assistance Programme run by Health Assured (Wisdom) Complimentary tickets available on selected shows throughout the year. 10% discount at our bars and theatre shop.