

Colchester Arts Centre

CHURCH STREET COLCHESTER ESSEX CO1 1NF 01206 500900

15th April 2021

Thank you for your interest in the post of Technical and Production Manager at Colchester Arts Centre.

Please find attached a full job description and person specification. For an informal discussion or for any queries regarding the post please contact the Director, Anthony Roberts via email or phone on 07814 695598 or anthony@colchesterartscentre.com.

Background

We are a small-scale performance venue housed in a converted church. We present an eclectic programme of live performance including stand-up comedy, jazz, folk, rock and pop music, experimental performance arts, variety nights, film and children's shows.

Please consult our website for our full programme of events.

Our annual turnover is around £850,000 per annum. We are a small team of four full-time staff and four part-time staff. We supplement this with numerous freelance and casual employees.

We are currently in receipt of a small-scale capital investment grant from the Arts Council England which amounts to a £700,000 project. A key priority for the new post holder will be to advise on a completely new sound and lighting system for the venue.

Timescale

Deadline: Monday 10th May 2021, 9am

Interviews: Same week

Application

Please apply by submitting a CV and covering letter. Candidates are welcome to submit an application by other methods should this format be unsuitable. This might include submission by video or audio methods. We are very flexible in this regard.

Applications should be sent to the following email address:

Anthony@colchesterartscentre.com. Please ensure the following addresses are also copied in: Joanne@colchesterartscentre.com and Stafford@colchesterartscentre.com

Equality

We have included an equality monitoring form. We are requesting that this is completed separately. All monitoring forms are separated from the applications and will be viewed without connection.

We are keen to receive applications from all sections of our community including all demographics not traditionally associated with this role.

We look forward to hearing from you.

Anthony Roberts,
Director,
Colchester Arts Centre

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Job Description

Technical and Production Manager (TPM)

This job description may be subject to review in consultation with the post holder in light of the changing needs of Colchester Arts Centre.

Hours:	40 hours per week
Salary:	£26,000 - £28,000 per annum
Reporting to:	Executive Producer (Line Manager) General Manager (Senior Management Team) Director (Senior Management Team)
Working Pattern:	The TPM works throughout the week. This will include evenings and weekends working as the duty technician for the majority of performances.

Purpose

The TPM is responsible for the technical delivery of performances and events both at Colchester Arts Centre and as part of our outreach programme, providing first class support to visiting companies, artists and hirers.

They further act as buildings and facilities manager, organising and maintaining the building and equipment. The TPM acts as Health and Safety Officer for the organisation.

Responsibilities

Technical Operations

- Act as duty technician for performances at Colchester Arts Centre including:
 - Ensuring the theatre, performance spaces or other rooms are prepared, tidy and ready for each event in advance of the company, artist or users arrival as per their rider or technical requirements
 - Arranging, attending and supporting get ins, get outs and rehearsals
 - Supporting visiting company stage and tour management and technicians
 - Provide sound engineering, sound design and sound operation
 - Provide lighting design, engineering and operation
 - Provide set, staging construction and rigging
- Liaise with visiting artists, hirers and user groups regarding technical requirements, rider requirements, schedules and health & safety documentation and practices in conjunction with the Executive Producer and SMT
- Work with the Executive Producer to ensure all events are staffed appropriately, arranging casual technicians, technical volunteers and specialist staff where appropriate
- Undertake induction and training of casual technicians, technical volunteers and specialist staff
- Work with the Executive Producer to devise and implement a suitable training programme for partner amateur groups and hirers to ensure that they are competent and compliant when using the building
- Participate in any Colchester Arts Centre events that take place off site as required providing technical support

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Maintenance and Health & Safety

- To act as Health and Safety officer for the organisation. To ensure the venue is fully compliant with current legislation and aspires to best practice.
- To act as Fire Marshall and implement the fire maintenance and strategy policy.
- Ensure that all events and activities within the arts centre conform to the health and safety policy, including ensuring that all risk assessments for activities are up to date, implementing suitable risk management and undertaking safe working practices
- Ensure all technical equipment is stored in a safe and tidy fashion, that a high level of housekeeping is kept backstage and that all equipment that is deployed for use is done so in a safe and tidy fashion to ensure the health and safety of all users of Colchester Arts Centre is maintained.
- Create and maintain a register of technical equipment, advising the Executive Producer and Director on capital replacement and ensuring that all equipment undergoes annual and periodic statutory testing (e.g. PAT testing, load testing of the rig etc.) and all equipment is safe and fit for purpose at all times
- Undertake the servicing and front line repair of all technical equipment, organising specialist contractors or service companies where required
- Work with the Front Of House Manager to identify maintenance requirements across the building and undertake repairs and work as necessary
- Wear PPE as required for the tasks in hand
- Work at height using access equipment appropriate to the task in hand using manufacturer's instructions or training as appropriate

Other Duties

- Develop and manage the hiring and the maintenance of technical performance equipment both inside the building and to external companies, maximising potential income from Colchester Arts Centre assets
- To act as Duty Manager when required
- Perform general administrative duties
- Work with the rest of the staff to ensure Colchester Arts Centre provides an excellent experience for all customers
- From time to time run educational tours or workshops of the arts centre space and technical activity
- Perform other duties as may from time to time be reasonably required by the Senior Management Team
- Abide by Colchester Arts Centre policies and procedures at all times
- Attend regular staff meetings
- Be willing to undertake additional training
- Any other duties as might be reasonably requested to ensure the safe and smooth operation of the organisation

Person Specification

Technical and Production Manager (TPM)

Essential Attributes

- Good basic knowledge of stage sound systems, including the use of playback systems and software (Qlab), the set up and operation of various microphones and speakers, monitor mixing and desk operation for small live music events.
- Good basic knowledge of stage lighting including rigging, focussing, maintenance, servicing and inspection, plotting and desk operation.
- A basic knowledge of safe electrical practice and theory.
- A pro-active commitment to equality and access.
- Experience of working as a technician in a professional theatre or live performance venue.
- Demonstrable experience with safe working systems and Health and safety practices including PAT testing and electricity at work regulations, practical understanding of LOLER regulations, manual handling and working at height requirements.
- Good basic knowledge of risk assessments and their application.
- An understanding of technical riders and a professional approach to liaising with visiting artists and hirers to facilitate technical requirements.
- A positive approach to communication and to collaborative working in a team.
- A strong commitment to achieving and promoting Colchester Arts Centre mission and core beliefs.
- An ability to multi-task and work under pressure to deadlines.
- Willingness to work evenings and weekends and a positive, flexible 'can do' attitude.
- Willingness to undertake training or instruction.

Desirable Attributes

- Experience of facilitating small outdoor live performances, including site-specific theatre.
- A degree or HND level qualification in technical theatre or similar courses including sound design and engineering, lighting design and engineering or stage management.
- A valid First Aid qualification.
- Current Driving License

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Equal Opportunities Monitoring Form

We are committed to equal opportunities in our recruitment process and in order to find out how well we are doing with this we need to collect monitoring data. This monitoring form is voluntary but the information we collect here is very useful to us as it helps us to make sure that we are an inclusive employer and to find out if our workforce is diverse. The information you supply on this form will be kept confidentially. The monitoring form is not sent to the recruiting panel and has no part in the shortlisting process.

Where did you hear about this position? _____

Ethnic origin and cultural background

These categories are based on the Census 2011 categories and recommended by the Commission for Racial Equality.

Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh

- ☐ Asian / Asian British
- ☐ Bangladeshi
- ☐ Chinese
- ☐ Indian
- ☐ Pakistani
- ☐ Other Asian background

White

- ☐ British
- ☐ English
- ☐ Gypsy or Irish Traveller
- ☐ Irish
- ☐ Scottish
- ☐ Welsh
- ☐ Other White background

Black, Black British, Black English, Black Scottish, or Black Welsh

- ☐ African
- ☐ Caribbean
- ☐ Other Black background

Mixed or Multiple

- ☐ White and Asian
- ☐ White and Black African
- ☐ White and Black Caribbean
- ☐ White and Chinese
- ☐ Other mixed background

Other ethnic group

- ☐ Arab
- ☐ Other ethnic group (specify if you wish):

☐ Prefer not to say

If you selected other please specify if you wish: _____

Gender Identification

Please indicate gender: ☐ Male ☐ Female ☐ Prefer not to say
Do you identify as transgender? ☐ Yes ☐ No ☐ Prefer not to say

Age category

- ☐ 16 - 24 ☐ 25 - 34 ☐ 35 - 44 ☐ 45 - 54 ☐ 55 - 64 ☐ 65+
- ☐ Prefer not to say

Sexual Orientation

- ☐ Gay woman/ Lesbian ☐ Bisexual ☐ Gay Man
- ☐ Trans ☐ Questioning ☐ Heterosexual/ Straight
- ☐ Prefer not to say ☐ Other, specify if you wish: _____

Classification of Disability

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Do you consider yourself to be disabled?

- ☐ Yes ☐ No ☐ Prefer not to say ☐ Specify: _____

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