

# Technical Manager Recruitment Pack

the Albany





**Job Title:** Technical Manager

**Responsible to:** Head of Operations & Production (HOP)

**Responsible for:** Technicians (staff, casual & freelance),  
trainees & apprentices

**Key Relationships:** Deputy Production Manager (DPM),  
Creative Programme teams, Operations teams, Canada Water  
Theatre team, Deptford Lounge team

**Salary:** £27-30,000 per annum, depending on skills and  
experience

**Contract:** Salaried, Full time, Fixed Term

Start - 10th Jan 2022

Finish - 31st Jan 2023

Options of extension or permanency of the role will be considered.

**Benefits:** 22 days annual leave per annum (pro rata) plus Bank  
Holidays, Stakeholder pension, complimentary ticket scheme,  
Albany CaffA discount, access to interest free bike or season  
ticket loans



## How to Apply

**Applications must be submitted via the online platform below by 9am, Monday 6 December**

**<https://thealbanynew.livevacancies.co.uk/>**

For more information about the Albany please visit our website [www.thealbany.org.uk](http://www.thealbany.org.uk). If you have any access needs in relation to your application and interview then please let us know.

Recruitment contact: Ceri Payne, The Albany, Douglas Way  
Deptford, SE8 4AG

T 020 8692 0231 ext.206; E [vacancies@thealbany.org.uk](mailto:vacancies@thealbany.org.uk)

## Our Hiring Policy

The Albany aims to encourage a culture where people can be themselves and be valued for their strengths and we want our team to represent the same diversity of audiences and artists we welcome into our venues every day. We are keen to hear from a diverse range of candidates from all backgrounds drawing on different perspectives, experience and knowledge. We particularly want to encourage people who have lived experience of the Black and ethnically diverse communities we serve. The Albany will offer an interview to anyone who identifies as a D/deaf or disabled person who meets the essential criteria.

## **Recruitment during the COVID-19 Pandemic**

At the Albany we have undertaken comprehensive safety measures in order to keep audiences, visitors, staff and artists safe and are pleased to share we were also awarded the See it Safely Mark. The mark certifies that we are complying with the latest Government and industry COVID-19 guidelines, to ensure the safety of our staff and audiences.

### **Is it possible to apply for a role and work from home?**

Our buildings and offices are open for staff who cannot work from home. At the present time, some of the Albany Staff are working from home due to the challenges of COVID-19. As with many organisations, this has changed the way we view working from home. If you wish to work from home or remotely for part of the week will consider this on a case-by-case basis.

### **I have caring responsibilities or other personal circumstances that impact on my availability. Can you be flexible?**

Yes. We have a dynamic and flexible internal culture that gives employees control over the way they work and supports wellbeing. We will be as flexible as we possibly can be in terms of supporting staff to balance their work and their personal lives.

Some of our roles ask staff members to work at evenings or weekends, for example attending events or meetings. If this is a challenge for you, please do not be put off from applying for the role. We are keen to have a conversation to find practical solutions to meet candidates' own situations whilst meeting the needs of the organisation.

## About the Albany

Based in the heart of Deptford, the Albany is a performing arts centre that exists to inspire, develop and support creativity in South East London. With year-round activities and events including award-winning programmes for young creatives and adults over 60, music, theatre, spoken word and family performance, the Albany is led by the talent and imagination of its local community.

With four performance spaces and a range of rehearsal space, meeting rooms and offices for community and creative businesses, the Albany is underpinned by a commitment to collaboration and artistic excellence. Last year over 80,000 people attended performances or took part in projects at the Albany, and a further 100,000 attended events.

The Albany has 26 resident organisations based in the building, and manages and programmes Deptford Lounge and Canada Water Theatre on behalf of Lewisham and Southwark Councils. It is co-lead of the national Future Arts Centres network and lead partner of the Family Arts Campaign. In September 2020, the Albany was appointed Lead Delivery Partner for the Mayor of London's Borough of Culture 2022 in Lewisham. We will take lead responsibility for key strands of the programme and work closely with the team at Lewisham Council on the overall direction of the year.



## London Borough of Culture 2022

Introduced by the Mayor of London in 2017, London Borough of Culture is an award that sees London's 32 boroughs bid for over £1m of funding to stage a programme of cultural events. The award brings Londoners together, putting culture at the heart of local communities to shine a light on the character of London's boroughs.

Lewisham's programme will be led by Lewisham Council and the Albany. Intended to be thought provoking, challenging and raw, it will celebrate the diversity of the borough in an ambitious year-long programme of events. At its heart is an aim to use the power of art and culture to change lives and inspire positive change. We will tell the story of Lewisham's change makers past and present and harness our proud history of activism, using music, dance, public art and more.

Our manifesto for the year includes these three strands:

- We will protect this place we love – a call to action on climate change
- We are strengthened by diversity – a celebration of borough of sanctuary
- We will be happy here – a commitment to building an inclusive society





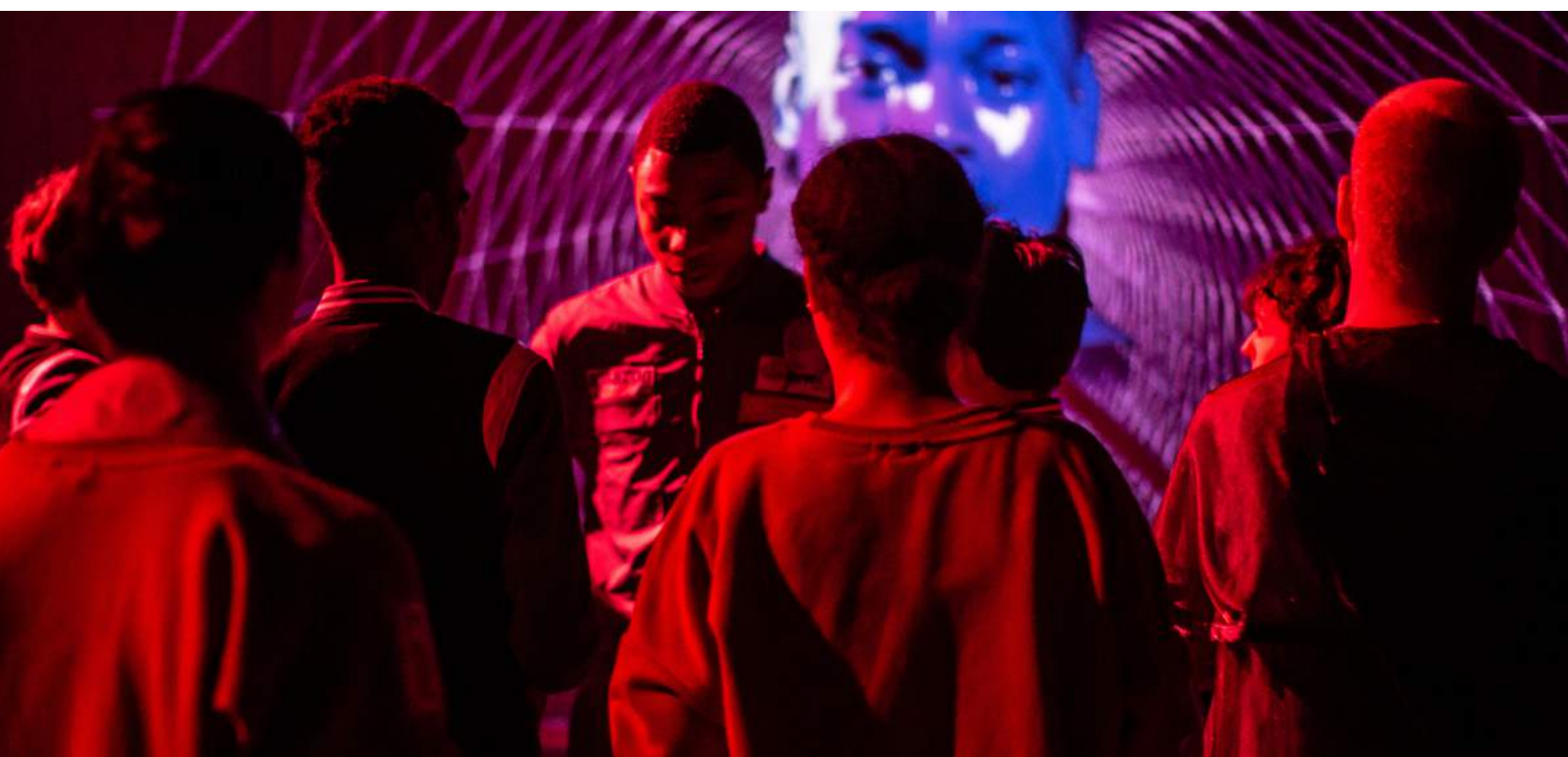
## Purpose of the Post

This post will support the Albany's role as the lead producer of the London Borough of Culture festival 2022 whilst maintaining and developing its own programmes across sites. The Borough of Culture programme will be the key focus for the Albany in 2022, although a clear legacy for the Albany will be part of all planning and the delivery of the Albany's programme and theatre hire activity throughout this period will be a core element of the role and its duties. The Production and Technical team support the Programme team that sit alongside and work with the Engagement team, who are responsible for youth programmes, Meet Me at the Albany, family programming, Deptford Lounge and wider engagement initiatives for the Albany and Borough of Culture.

## Main Responsibilities and Duties

### Production & Technical

- Be the principal contact for allocated productions, performances, hires and other events. Establish production requirements for each event well in advance and communicate these to all relevant teams for effective contracting, pre-production and delivery
- Plan, manage and coordinate the technical aspects of designated events at the Albany, Canada Water, Deptford Lounge and across Lewisham.



- Ensure all relevant information is communicated to relevant staff members in a timely fashion to ensure the success of every event; particularly with regard to in-house and off-site Borough of Culture productions
- Oversee and lead Technical event teams, apprentices and trainees, as well as liaising with operational site teams, to ensure appropriate technical support to visiting companies, artists and in-house productions, both for the creative programme and hire bookings; from conception to debrief. This will include loading / unloading, rigging, event / stage management, live streaming and operation of lighting, sound and digital media
- Take responsibility for the complete and adequate technical delivery of all events, within set budgets, time frames and Albany technical standards
- Maintain and contribute to high quality Albany technical standards and innovate and manage production & technical solutions
- Ensure and record compliance with legislative and other relevant standards
- Update, innovate, draw and redraw technical specifications and drawings
- Act as Event Manager and Duty Technician as productions dictate. Also carry out Fire Warden, Duty Manager and Key Holder roles as required across any Albany controlled sites
- Deputise for the Head of Production as required

## **Health & Safety**

- Ensure all relevant health & safety policy is adhered to, and assist with the implementation of new policies as required by legislation and best practice. Write risk assessments and method statements for all activities prior to implementation or performance. Ensure all staff have read and understood all relevant documentation for roles and tasks, and are suitably trained, experienced and inducted for their duties



- Retain auditable evidence of best H&S practice; ensure information, test records and risk assessments are within review dates
- Ensure visiting companies receive appropriate inductions and safety briefings for every event before commencing work including emergency and evacuation procedures; and assisting or leading an evacuation as necessary
- Ensure the security and good housekeeping of all technical and backstage areas, and Albany buildings & sites as a whole

## **Management**

- Working with the HOP & DPM conduct extensive planning and preparation, compile shift rotas and arrange staffing for all areas of delivery
- Line Manage designated Technicians, Technical Apprentices, Casual and Freelance Technicians and any other staff in line with all HR policies and procedures
- Contribute towards income generation for the organisation through effective and efficient delivery of hire and programme delivery
- Manage delegated budgets, recharges and resources effectively, adhering to financial authorisation processes, including submission deadlines and record keeping to ensure stable finances for the technical department and the organisation
- Arrange, chair and attend production meetings, internal and external meetings and training sessions as appropriate and required
- To attend meetings and training sessions as appropriate and required
- Foster collaborative working relationships with other teams, to ensure all contacts with the organisation have the best possible experience

- Act as a key holder for the Albany Building and ensure its safety and security whilst under your care (i.e. late lock-ups, early openings and any other appropriate instances)

## **Organisational**

- Lead by example, exemplifying the values of the organisation and good practice
- Build and maintain positive working relationships with all staff, artists, partners, participants and audiences to deliver a smooth service. Provide a high standard of customer service for all
- Ensure the intentions and requirements of the Albany's Health & Safety, Environmental Sustainability, Equality and Diversity and Safeguarding of children and vulnerable adults' policies are applied personally and by all staff under your control
- Work within and contribute to the Albany's sustainability strategy, ensuring the efficient use of technical resources and energy, limiting wastage and monitor and reduce consumption across all areas of work where possible
- To support the aims and objectives of the Albany both, internally and externally
- Foster collaborative working relationships with associate artists and visiting companies so that they have the best possible Albany experience
- To undertake any other duties the HOP or the Senior Management Team may reasonably require

This job description is a guide to the nature of the work. It is not wholly comprehensive or restrictive and may be reviewed as required; other responsibilities may be added depending on experience and need.



## Person Specification

The ideal candidate will be able to demonstrate the following skills, experience and qualities:

- Demonstrable track record of working in a technical management capacity in a professional, performance environment
- Experience of managing large-scale technical fit-ups and strikes
- Experience line managing staff and supervising the work of others
- Extensive working knowledge of all technical disciplines and live streaming
- Highly computer literate including AutoCAD drafting
- Ability to expertly interpret and produce technical drawings and lighting plans
- Ability to adapt designs to different spaces and potentially produce small scale designs
- Ability to work independently, finding effective solutions to practical problems



- Attitude of success, driven to always deliver outstanding events
- Affinity with and investment in the Albany's ethos, in particular of working with and for the benefit of local communities
- Ability to prioritise and organise the workload of themselves and others
- Excellent communication skills with a range of people and environments
- Excellent customer care skills, including working with people with a disability
- Extensive knowledge of current Health & Safety legislation as applicable to the operation of a theatre, a public building and outdoor events
- Physically fit, able to perform manual handling tasks and working at height
- Flexibility to work unsociable hours, incl. nights, weekends and Bank Holidays

The successful candidate will be required to obtain an enhanced DBS check

