

## JOB DESCRIPTION & PERSON SPECIFICATION

### 1. JOB DETAILS

<b>Job Title:</b>	Theatre Technical Manager
<b>Dept/Faculty:</b>	Estates
<b>Location:</b>	Royal Academy of Music, Marylebone Road, London NW1 and rehearsal and performance venues across London
<b>Responsible to:</b>	Performance Venues Manager
<b>Responsible for:</b>	Production Technicians x2 (LX and automation)
<b>Dimensions:</b>	c.120 full time staff, c.500 part time staff and c.800 students.
<b>Internal/external contacts:</b>	Wide range of relationships with most internal departments, and a large number of external contacts

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### 2. PURPOSE OF THE JOB

The Theatre Technical Manager manages the Technical Theatre Department. The Technical Theatre department oversees all technical aspects and logistics of all productions in the Susie Sainsbury Theatre and all Academy theatrical performances taking place elsewhere including external venues. In addition, the Theatre Technical Manager is responsible for overseeing the management and maintenance of theatrical performance equipment in other Academy performance spaces presently including; Dukes Hall, Angela Burgess Recital Hall, David Josefowitz Recital Hall, Concert Room and Dance Studio.

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### 3. KEY ACCOUNTABILITIES

Listed below are the main accountabilities of the Technical Theatre Manager. However, this list is not exhaustive and may change in accordance with organisational needs and in consultation with the post holder.

- To manage the Academy's Technical Theatre Production Department;
- To be responsible for the care, maintenance and management of the Academy's Theatre and to maintain the excellent standards that are expected from an award-winning space;
- To advise on any future development, alteration or addition to the current facility;
- To oversee the Academy's major productions, both in and outside the Academy;
- To personally production-manage mid-scale productions or delegate production management duties within the technical production department;
- To advise from a technical viewpoint on Academy production budgets;
- To advise and consult on Academy capital purchase projects in both the theatre and other academy venues;
- To be first point of contact with all visiting creative and production teams for major productions;
- To manage and co-ordinate all large-scale opera productions beyond the Academy's facilities;

- To maintain an overall perspective on all Academy productions of all scales and coordinate technical resources in order for all productions to be facilitated;
  - To recruit, oversee and manage all freelance technical staff;
  - To advise from a technical viewpoint on possible Academy production repertoire;
  - To assist in the creation of production schedules with relevant department company managers;
  - To be main point of contact for associated Technical Colleges and to continue to expand the relationship and student placement schemes;
  - To be responsible for Health and Safety procedures and practices in the Theatre and for productions including risk assessments, checking assessments of visiting companies and acting as required to ensure safe working practices;
  - To be responsible for all technical inspections including LOLER, Electrical and insurance inspections within the Theatre;
  - To schedule regular maintenance periods across all production venues and to implement necessary maintenance in consultation with the Performance Venues Manager and Head of Estates with regard to budgets;
  - To be responsible for PUWER, CDM regulations and other relevant standards;
  - To facilitate use of the Susie Sainsbury Theatre as part of wider Academy operations as appropriate;
  - To work with the Facilities Manager to ensure compliance with Licensing regulations;
  - To work with the Performance Venues Manager to facilitate external hire of the Susie Sainsbury Theatre.
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#### 4. NATURE & SCOPE

This post is a multi-skill role across multiple venues working in a high-pressure environment involving long and unsociable hours

This is an ideal opportunity for an enthusiastic individual who wishes to further their technical career working with talented young people in both the Music and Technical profession.

This role includes a mixture of practical and administrative tasks which the post-holder will be required to balance and prioritise.

The Royal Academy of Music and its performance courses are run as performing companies that closely mimic the profession. Academy productions strive to be of the utmost standard and professional calibre

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#### GENERAL

1. This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and subject to amendment in consultation with the post holder.
2. All employees have a duty to comply with the Academy's published policies and procedures.
3. The Academy is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment, in line with the Ethics and Conduct policy.

## PERSON SPECIFICATION

Job Title      Theatre Technical Manager                      **Grade**      5  
 Department    Estates    **Date**      October 2020

CATEGORY	ESSENTIAL	DESIRABLE
<b>Skills, Knowledge and Competencies:</b>	Effective organisational and leadership skills  Good written and verbal communication skills, with the ability to liaise with a wide variety of people  CAD literate (Vectorworks); IT literate, with basic working knowledge of MS Office  Proficient with ETC based lighting systems and Eos control software  Experience of powered flying and automation control	Experience with Waagner Biro Control Systems
<b>Experience:</b>	Recent experience as a Technical Manager or Production Manager	Theatre experience in education setting
<b>Qualifications and Training:</b>	Degree or similar competence in Technical Theatre	
<b>Personal Qualities and Attributes:</b>	Excellent interpersonal skills with the ability to balance tact, diplomacy with assertiveness  Commitment to professional development  Flexible approach to working hours to support performances when required  An interest and commitment to the purpose and ethos of the Academy  An ability to remain calm under pressure at all times. Calm and personable presence  Ability to work in a variety of locations and conditions, often multiple venues in one day  Strong attention to detail	A strong interest in music and an enthusiasm for Opera or Musical Theatre



The Academy will shortlist for interview any candidate who has identified a disability and demonstrated that they meet the essential criteria listed above.