

Technical & Production Manager

The Technical & Production Manager is a member of the Senior Management team and is directly responsible to the Artistic Director. The Technical & Production Manager is responsible for all technical and maintenance departments of the Theatre, their financial control, staffing and effective operation, and line management of the maintenance of the building as well as, where appropriate, the production management of in-house productions.

The principle responsibilities are as follows:

1. Line management of the Assistant Technical Manager, reporting to The Artistic Director
2. To act as the first point of contact for freelance Production Managers and event managers on all visiting productions, in-house productions and commercial hires, advising on and supporting their engagement.
3. Liaising with incoming companies, with appropriate delegation to Assistant Technical Manager, in particular regarding:
 - Main auditorium and studio production technical requirements, including ensuring deadlines are met, and efficient communication of these requirements to the relevant departments within the theatre and the appropriate authorities outside of the theatre
 - Scheduling freelance technical staff in liaison with the Assistant Technical Manager to ensure the needs of the theatre are met effectively and efficiently, ensuring that resource issues are identified and addressed in good time.
 - Production of Contra Accounts for incoming companies
 - Informing companies of the Health and Safety and fire evacuation procedures and providing relevant information regarding company rules and information
 - With the General Manager, compiling and updating Technical Information packs
4. Overall production management responsibility for all projects produced in-house at The Civic, including liaison with, and support for, the creative team, leading production meetings, budget allocation and monitoring, scheduling and staffing.
5. As a member of the Technical Department, providing support for all productions, whether a visiting company or an in-house production and projects touring from The Civic, to include:
 - The preparation or hiring of stage sets and equipment, props and stage resources
 - To be present and to provide technical support as required during the get-in, installation, presentation and get-outs of all shows and exhibitions requiring the use of technical resources.
 - Supervision of incoming and in-house crews during use of any and all of the theatres spaces.
 - In collaboration with the Assistant Technical Manager, undertaking any pre-rig or other set ups required ahead of agreed get in.
6. Regularly acting as Duty Technician, being on call for any technical issues arising around the building.

7. Re-configuring rigging and seating systems as required by the Artistic Programme.
8. Setting and maintenance of the highest standards in the provision of technical support, information, facilities and professional courtesy to all of the theatre's clients.

Building and Equipment Maintenance

- Working effectively within the constraints of annual technical and programming budgets as supplied by the Artistic Director and/or General Manager.
- To develop the organisation's equipment and electrical installation maintenance processes; ensuring that all equipment is well maintained and PAT Tested at appropriate intervals.
- To suggest upgrades and new equipment with costings where appropriate and to ensure service records and manuals are retained and updated;
- To manage maintenance issues, ensuring the good repair of the theatre and backstage spaces and contribute to any upgrade works, as required;
- To keep abreast of changing technology and to advise the company on future developments.
- To ensure that external storage spaces are kept tidy and in good condition;
- To oversee the inspection of rigging and lifting equipment in accordance with regulations;
- To maintain and develop good relations with local and national suppliers, seeking out competitive deals for hires and equipment.
- To carry out repair and maintenance tasks, as appropriate, throughout the building.
- To carry out minor alterations and improvements to the Theatre as may be necessary.
- With the Senior Management Team, identifying, costing and managing building improvement projects

Health & Safety

To liaise with the General Manager, ensuring health and safety within the business is managed effectively. For H&S management (technical and maintenance areas), the Technical & Production Manager will act as The Civic's Theatre H&S manager, being responsible for:

- To produce (either directly or via delegation) the technical theatre risk assessments including: Main Auditorium and Studio Theatre, touring Theatre productions, ensuring that all hazards are identified, controlled by appropriate measures and communicated to all relevant staff and third parties.
- Ensuring that all technical new starters have received a suitable H&S induction and annual refresher training in the appropriate timeframe and the training has been documented and filed.
- Ensuring all visiting companies provide suitable and sufficient risk assessments, that hazards identified in those assessments are communicated to all relevant staff and visitors.
- Ensuring visiting companies are aware of all relevant on-site hazards and have been informed about The Civic Theatre's health and safety policies and procedures.
- Managing The Civic Theatre's Fire Risk Assessment and Fire Evacuation Procedure, ensuring that all fire fighting and fire safety equipment is maintained and tested at appropriate intervals, that sufficient members of staff are competent to use fire fighting equipment and to ensure all staff regularly attend and practice fire evacuation drills.
- To work closely with the Front of House manager to ensure that Risk Assessments and Fire Risk Assessment for the building are carried out and reviewed at regular intervals.
- Ensure building compliance for maintenance works including noise, legionella, asbestos, emergency lighting and electrical systems

- Ensuring that there is a planned maintenance regime for all plant and equipment and that maintenance records are held on file.
- Ensuring that all contractors working on-site in their area of responsibility have (via completion of a Contractor Health and Safety Assessment Form) received a H&S induction and that, where appropriate, suitable and sufficient risk assessments and/or method statements have been provided and are on file.
- Ensuring Permits to Work are completed when applicable.
- To support the development of the theatre's Health and Safety Policy, and ensure that all members of the company are trained in and comply with emergency and safety procedures.

Recruitment duties to include:

- Recruitment of technical department staff and induction.
- With the Assistant Technical Manager, recruitment, induction and training of casual staff.
- Training and development of all staff in accordance with the departmental aims and objectives of the organisation – with emphasis on maintaining highest standards of customer care and exceeding expectations.
- In liaison with the General Manager, following the disciplinary procedures when necessary to maintain high standards of work performance, good order and discipline.

Other duties

- Attendance at Staff and Team meetings
- As a staff member of The Civic, through his/her duty of care ensuring that the working environment and practices conform to Health and Safety legislation and The Civic's Health and Safety Policy
- Maintaining an excellent standard of collaborative and supportive relations with all incoming artists and producers etc.
- To be a keyholder for The Civic building
- Participating actively in the life of the Theatre.
- To undertake such other relevant duties as may be requested from time to time by the Artistic Director.

This post involves regular evening and weekend work.

Person Specification:

A successful candidate will ideally be a technical professional person with a minimum of three years appropriate theatre practise as a technician and possess the following;

Essential:

- Significant recent Technical and Production management experience across a range of different theatre environments especially venue based technical expertise.
- A good all-round knowledge of technical theatre and stagecraft with a specialism in either Lighting, Sound or Stage and Scenery.
- Proven leadership ability with excellent people management skills, ability to build and lead a team of freelance and staff technicians
- Collaborative skills with proven ability and experience of working with creative teams

- Ability to read lighting plans and ground plans
- Experience of using CAD Software (Autocad or Vectorworks).
- Knowledge of appropriate Health & Safety rules, regulations and guidelines
- Excellent communication skills and interpersonal skills with people at all levels
- Experience of setting and adhering to deadlines and production timelines.
- Excellent attention to detail, planning and organisational skills
- Excellent numerical and budget management skills
- Self-starting, motivated, enthusiastic and calm under pressure
- They must be available to work anti-social hours, as the business requires, as shifts can be early morning or late night.

Desirable:

- First Aid qualification
- Driving license
- IOSH qualification
- Experience of operating ETC Ion lighting desks
- Experience of working with Yamaha Digital sound desks and Qlab
- Experience of workshop tools and machinery
- Desire to work and ability to thrive in energetic and demanding environments.
- Flexible and creative approach to work.
- An understanding of equal opportunity and cultural diversity issues in the delivery of our services

Terms and Conditions

Salary: €40,000 - €42,800 pro rata dependent on experience

Pension: There is no company scheme but the company will facilitate payments to selected pension plan.

Holidays: You are entitled to 20 (twenty) days' holiday annually plus 9 (nine) days for statutory holidays. In addition, you will receive 1 (one) extra day's holiday for every 2 (two) years of service, this is capped at 5 (five) additional days.

Hours: The working week is 40 hours, with regular evening and weekend work. There are no overtime payments.

Contract Term: This is a permanent, full time contract, subject to a six-month probationary period.

Application Process:

- Applications to Michael Barker-Caven, Artistic Director at info@civictheatre.ie – please include the reference Technical & Production Manager.
- Applicants should supply a C.V. along with two professional references and letter of interest in the job, including personal strengths, what specifically you might bring to the role.

Please note, latest receipt for applications is 3PM on Friday, 17th May 2019.