

LIVERPOOL'S
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Liverpool's Royal Court	
Tour Manager /Technician	JOB DESCRIPTION
Base:	Royal Court Theatre
Post:	Tour Manager
Salary:	£22,500
Start Date:	3-6 months touring, 6-7 months LX design, operating over 12 months. Salary tbc
Hours:	Initially 12 month fixed term. It is envisaged that subject to continued funding of the project that the role is likely to be extended for a further period of twelve months.
Responsible to:	Community Education Director and Development Director

Introduction

An exciting opportunity to work on a full time basis with Liverpool's Royal Court Theatre. The post of Tour & Technical Manager will head up our TERRIERS touring programme, which works within crime hotspots and areas of least arts engagement across England, primarily Merseyside. Our project has developed initiatives with other cities including Croydon, Manchester and Leeds.

The post of Tour Manager is a significant role within a full time producing and requires an individual that can work on their own initiative, contribute to strategic development, is proactive and can spot and create opportunities.

The post requires a Technician with a good knowledge of both sound and lighting for community education touring. To oversee and operate all technical, logistical elements of the Terriers programme.

Key duties and responsibilities:

- Sustaining and developing the work of TERRIERS
- Ensure all technical aspects of TERRIERS meets Liverpool Royal Court Theatre's Quality and Productions Standards
- Implement and deliver a robust technical plan for TERRIERS.
- Secure all bookings with venues/schools/theatres/prisons
- Ensure access to a wide range of audiences including community venues, prisons, schools and theatres spaces.
- Continue to build relationships with other cities.

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- Develop new contacts and partnerships with venues, schools, PRUs and other creative and educational partners.
- Continue the schools touring programme in Merseyside and establish a schools and national touring programme.

The post will be based at Liverpool's Royal Court, however, it will involve some off-site visits to facilitate "face to face" development work with other cities and boroughs.

This post will report to both the Community Education Director and the Production Manager, as it will involve working closely with the Community Education and Technical Department:

Key Responsibilities

1. Work within an allocated budget to set up tours and to meet specific targets.
2. To negotiate fees and available dates with venues and to put in place contractual arrangements with the agreement of the Community Education Director
3. Work with other agencies to develop and expand the TERRIERS project.
4. Work with the Community Education Director and to deliver the TERRIERS marketing strategy
5. Ensure that the digital resource is used in schools and venues and that it is a key part of the evaluation process
6. Collate the evaluation material and provision of appropriate reports at the end of each tour.
7. Report on TERRIERS project and tour progress.
8. Target and promote touring work to specific user groups including young people, the local community and marginalised/specialised groups.
9. Ensure the company's safety and maintenance of a good working knowledge of all relevant health and safety legislation and good working practice
10. Work effectively and responsibly as a team leader for the TERRIERS project
11. Maintain and keep updated all risk assessment documentation relating to the TERRIERS project
12. The Tour Manager/Technician will be required to undertake any other duties as reasonably required

Technical

1. Liaising with technical managers in venues as necessary
2. Technical support for participation/activities as needed
3. Ensuring the safe storage of the set, props, costumes and technical equipment at all times
4. Ensuring the new digital resource is fully maintained and operational

5. Participating in get-ins and get-outs, Working with venue crews and the performers ensuring safe and efficient van loading/unloading
6. Overseeing the use and maintenance of the set and technical equipment as required
7. Completing daily/weekly show reports
8. Working in line with LRC's health and safety policies to ensure best practice
9. Ensuring good communication with Liverpool's Royal Court staff in order to ensure the smooth running of the tour
10. Attend tour meetings and debrief / evaluation meetings

Other

1. Knowledge and experience of current Health & Safety, Safeguarding and Child Protection practices within the UK performing arts industry.
2. Working with youth theatre, young people and supporting small scale touring production.
3. Experience of working directly with creative, technical and education personnel
4. Full, Clean Driving License, held for at least 2 years
5. Must be aged 25 or above

TOUR MANAGER PERSON SPECIFICATION			
Criteria		Essential	Desirable
Skills Knowledge Abilities	Exceptional organisational skills	X	
	Ability to work to schedules and deadlines/budgets	X	
	Knowledge of the performing arts – locally and within England	X	
	Computer-literate – Word, Excel and database systems	X	
	Booking accommodation		X
	Manage a touring production	X	
	Highly motivated to work on own initiative	X	

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	Experience in rigging and operating lighting and sound equipment	X	
	Experience of set and technical maintenance	X	
Experience	“Grass roots” development work		X
	Developing relationships with other agencies		X
	Wide range of contacts in theatre and arts industry	X	
	Proven track record in similar position	X	
Qualifications/ Experience	At least 3 years relevant experience working within an arts organisation	X	
General	Good written and oral communication skills	X	
	Advocacy and presentation skills	X	
	Good interpersonal skills	X	
	Interest in the performing arts	X	
	Ability to work as part of a team	X	
	A commitment to Equal Opportunities	X	
	Working with young people		X
	A good team player		
	Well organised, with a willingness to be flexible when necessary	X	

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	A problem solver	X	
	The ability to work on own initiative and as part of a team	X	
	The ability to handle and prioritise multiple tasks Good experience of computers and computerised lighting and sound desks	X	