

LIVERPOOL'S ROYAL COURT

Technical Manager

Job Information Pack

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Liverpool
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Liverpool's Royal Court Main House Auditorium

Liverpool's Royal Court

Mission: To be known throughout the UK as a leading producer of quality theatre and inspiring engagement programmes for non-traditional theatre audiences. To be a key organisation through which audiences can develop a love for theatre in all its forms.

Purpose: Putting our audiences and participants at the heart of all we do. We bring joy and laughter to people by putting real Liverpool lives on stage, presenting our work in a unique way to engage non-traditional theatre audiences.

Belief: That our brand of theatre production and participation programmes can be enjoyed by most people whether they have had previous theatre experiences or not.

Core Values:

Liverpool's Royal Court:

- **Discovers** and nurtures Liverpool talent on stage and off
- **Creates** high quality, made-for-audiences entertainment and participation activities
- **Includes** all audiences, especially those from low socio economic backgrounds
- **Shows** the best of Liverpool to the world

View Liverpool's Royal Court Annual Report 2021
(External link)



About the Organisation

This is an exciting opportunity to join the technical team at Liverpool's Royal Court at a critical time in the theatre's evolution.

Liverpool's Royal Court became an Arts Council National Portfolio Organisation in 2018 and as a consequence, has established itself as the major producing theatre in Liverpool City Region. The theatre has a loyal and large audience base (over 180,000 per year), which it serves by producing high quality, mainly comedy-based drama and musicals, 12 months of the year in the 1,050 seat main auditorium..

A new studio space has recently been created as part of the £10.2m renovation of the theatre which started in 2011 and continues to date. The 150 seat studio can operate simultaneously with main house shows and runs a year-round programme focussing on developing new talent and providing a much needed city centre space for emerging theatre companies.

Theatre engagement at all levels is at the heart of all we do.

Programmes include a vibrant youth theatre for 11-25s and Later Life choir and amateur drama group all of which are free with no waiting lists or auditions.

The Technical Manager will join the organisation at a time when it continues to develop a range of capital projects that will have significant effect on the theatre ecology of the region and are in the pipeline ready to be actioned over the next few years. These include:

- **The Everton Mint:** a £3.5m capital scheme to create a new resource for theatre production across the region
- **The Nabe:** a city centre hub for creative organisations across the region
- **Act V:** extension to the theatre joining onto Courtyard Bar & Kitchen



About the Job

Job Title:

Technical Manager

Duration:

Permanent

Responsible to:

Head of Technical and Production

Responsible for:

Chief LX, Studio Technician, Daytime Technician, Freelance Technical Staff

Purpose of the Job:

To provide and manage the smooth and efficient delivery of technical services to the organisation, including the main stage, the Studio, community education projects and all other projects associated with Liverpool's Royal Court. At the same time ensuring the organisation maintains excellent health and safety practices.

Salary:

From £28,000 per annum

Working Hours/Pattern:

40hrs per week, including evenings and weekends. Additional hours may be required determined by the need of the business. The post holder can take time off in lieu with authorisation from line manager.

Annual Leave:

28 days per year including bank holidays

Location:

Liverpool's Royal Court Theatre, 1 Roe Street, Liverpool, L1 1HL

Responsibilities

Key Responsibilities

- Line Manage and oversee the work of the in house and freelance technical team.
- Manage the day-to-day operation of LRC's in house performance spaces, ensuring the spaces are safe and fit for purpose at all times.
- Ensure that appropriate safety checks, record keeping and reporting are undertaken for all technical equipment used in performance spaces and tours, including Portable Appliance Testing (PAT).
- Develop and manage a proactive maintenance schedule for technical equipment in the performance spaces, and carry out maintenance tasks as required.
- Advise on the repair and renewal of stage infrastructure and fixed communications equipment in the performance spaces and maintain a knowledge of current best practices and relevant technologies.

Productions and Events

- Work closely with the Head of Technical and production and creatives to ensure the highest production standards for LRC's in-house productions and events.
- Oversee and work closely with visiting companies, performers and creatives to facilitate the technical requirements of productions and events in the performance spaces.
- Create and manage production and technical budgets for shows, and events alongside the Head of Technical and Production.
- Facilitate and provide technical support for LRC in-house productions and events, the Community and Education department and all other events associated with LRC.
- Provide Technical oversight and support to LRC productions and events in external venues as required.
- Help ensure that the highest standards of professional behaviour and good housekeeping are maintained in performance spaces at all times.

Health and Safety

- Alongside the Head of Technical and Production be responsible for managing and overseeing all aspects of health and safety in LRC performance spaces.
- Ensure the Technical Team's compliance with LRC H & S Policies including risk assessments and safe systems of work.
- Act in accordance with the LRC health and safety policy at all times, giving due regard to the health and safety of both yourself and others in carrying out the duties of the post.
- Maintain the highest levels of health and safety standards in relation to facilities, activities and working practices in performance spaces, acting as a role model for staff and visiting companies and artists.
- Keep fully updated on, work in accordance with and maintain accurate records regarding all applicable Health and Safety legislation and other industry regulations, including, but not limited to: LOLER, WAH, PUWER, EAW, COSHH, MHAW, PPE, CNWR and the Environment Protection Act 2000.
- Ensure that staff, visiting companies and artists working on productions and events in performance spaces are working in the correct and safe manner, and that current regulations, guidance notes and approved code of practice are followed at all times.
- Ensure that risk assessments have been carried out, proper calculations made and applicable health and safety legislation and other industry regulations complied with for all installed, rigged, flown, derigged and dismantled elements of productions and events.
- Contribute to the health and safety file for productions.

Other Duties

- Act as a First Aider and Fire Marshall when required
- Attend and contribute to staff and departmental meetings
- Undertake training and development as required
- Any other duties as may be reasonably required.



Required Knowledge, Skills and Abilities

- Proven track record in technical management in a producing environment
- Proven experience of managing and motivating a team to achieve consistently high levels of performance
- Up to date knowledge of technical theatre and production (e.g., lighting, sound, video, rigging, set construction, wardrobe etc), or relevant and proven knowledge from equivalent fields.
- Experience of developing standard operating procedures
- Proven experience of interpreting technical plans and diagrams.
- Experience in rostering staff and managing annualised hours
- Knowledge of Health & Safety legislation, guidance and practical implementation
- Commitment to championing representation and inclusion at every level of the organisation with a proven ability to work with people from a wide range of backgrounds.

Liverpool's Royal Court is continuing on our journey of inclusion and stronger representation across all departments. We plan to make positive changes as we aim to become both reflective of the community we serve and representative of Britain as a whole.