

LIVERPOOL'S ROYAL COURT

Technical Manager

Job Information Pack

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Liverpool's Royal Court

Liverpool's Royal Court Theatre has been producing high quality, accessible theatre for over 18 years. We present real Liverpool lives on stage and celebrate all that is good about Liverpool's rich culture. We became an Arts Council National Portfolio Organisation in 2018. The theatre is one of the largest producing theatres in the North of England and we are proud to be recognised as successfully engaging non-theatre audiences and participants from some of the most deprived social and economic areas of the UK.

Belief

That our brand of theatre production and participation programmes can be enjoyed by most people, and have a powerful impact on their lives, whether they have had previous theatre experiences or not.

Vision

We make a difference to people's lives through entertainment, emotion and education.

We put Liverpool lives on stage and present our work in a unique way to engage non-traditional theatre audiences. We enrich the lives of our audiences and participants

culturally, socially and economically by connecting people to Liverpool.

Mission

To become a key organisation through which audiences can develop a love for theatre in all its forms.

To be known throughout the UK as a leading producer of quality theatre and inspiring engagement programmes for non-traditional theatre audiences.

To truly embed Equality, Diversity and Inclusion into our organisation and programmes.



About the Job

Technical Manager

Duration: Permanent

Salary: £40,000-£45,000 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.

Reporting to: Head of Production

Responsible for: Technical Staff, Freelance Technical Staff

Annual Leave: 28 days per including bank holidays

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

The Technical Manager ensures, in conjunction with all other staff, that Liverpool's Royal Court maintains the highest possible production values and health and safety protocols for all those that use the performance spaces in the building. They will be responsible on a day-to-day basis for ensuring the safe use of the theatre and its facilities by all that enter the spaces. This is to include direct and indirect supervision of users and the delivery of advice and instruction in equipment use and theatre procedures. The Technical Manager will support and work closely with the Head of Production on meeting all technical requirements for our own productions and visiting companies across all of our spaces. The Technical Manager will be responsible for the recruitment and line management of all technical staff including freelances and making sure all performances are staffed correctly. They will ensure all casual workers and freelance personnel are given induction training as appropriate and are made aware of Royal Court Liverpool's Health & Safety Policy and the consequences of failure to adhere to the policy.

Key Responsibilities

- Line manage and oversee all technical staff, provide a rota for their hours in good time, manage any training as required and encourage a cohesive, positive working environment for all those working in the technical department.
- 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 technical plans for productions, including lighting, sound, rigging, and AV.
- Provide guidance and support to technical staff, ensuring they are competent and capable.
- 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 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 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 health and safety 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.
- Contribute to the development of the theatre's health and safety policy.

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Operational

- In conjunction with the Head of Production, to gain a unique understanding of the whole building and all its capabilities – in production the lighting, sound, relays, video and cabling, and as a building, the air conditioning systems, alarms, lift, waste disposal etc.
- To work alongside the Head of Production in the oversight of maintenance and upkeep of the building, performing maintenance tasks directly where able and appropriate.
 - Ensure all backstage areas are maintained, free from obstruction, in a presentable state and equipment is stored correctly and securely.
- To keep an accurate log of health and safety information.
- To ensure electrical equipment and installations are maintained and to ensure that relevant paperwork is kept up to date.
- To ensure that LRC technical equipment is always fit for purpose.
- To carry out and maintain all relevant safety operation tasks, including risk assessments, PAT and other testing, theatre equipment maintenance and inventor.
- To keep abreast of changing technology and to advise the company on future development.

Finance and Contracts

- To budget, in conjunction with the Head of Production the technical requirements of all in-house productions in all theatre spaces and rehearsal rooms.
- Provide contract information for all casual technical staff.
- With the Head of Production, agree on all production budgets and technical equipment budgets and be responsible for monitoring and controlling expenditures in accordance with agreed financial procedures.
- Ensure that all processes relating to expenditure on productions are correct and properly executed in liaison with the show-specific Production Managers.
- Ensure deadlines are achieved cost-effectively and with maximum efficiency.

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

- A minimum of two years of technical experience either in-house or freelance across a range of different contexts/ theatre environments.
- proven track record in technical management in a producing environment
- A good working knowledge of lighting systems particularly ETC control systems
- Collaborative skills with proven ability and experience of working with creative teams.
- Excellent written and verbal communication skills
- Proven experience of managing and motivating a team to achieve consistently high levels of performance
- Experience of interpreting technical plans and diagrams, i.e., CAD software particularly Vectorworks
- 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.



How To Apply

If you think that you meet all the requirements to be a successful candidate, please send us the following:

- An up-to-date CV
- A supporting statement which details why you want the role, how it fits in to your longer-term career plans and how you feel you meet the expectations of the JD, ensuring that you address each point under the 'successful candidates will have' section above
- The names and contact details for two referees, one of whom should be your current or most recent employer, if possible. We will not contact any referees without your prior permission

If you require further information about this recruitment process, need additional information about the role, or would like to discuss your access requirements please email HR on HR@liverpoolsroyalcourt.com

We would appreciate it if all candidates could complete the EDI form to help the organisation to monitor diversity across the organisation. We particularly welcome applications from people from the Global Majority for this post.

We're committed to creating a comfortable and inclusive environment for all candidates, so please let us know if you need any accommodations or special arrangements for the interview.

We strongly encourage all applicants with disabilities and people who are from ethnically and culturally diverse backgrounds to apply as we strive for our team and our work to be informed by and representative of the diverse communities we serve.