



JOB DESCRIPTION

TECHNICAL MANAGER (SP ELEPHANT)

- Responsible to: General Manager.
- Responsible for: Deputy Technical Managers, Freelance Technicians, Contractors, Technical/Production Volunteers.
- Key relationships: Technical & Production Manager (SP Borough), Front of House and Venue Manager (SP Borough), Front of House and Venue Manager (SP Elephant), Duty Managers, Head of Participation.
- Locations:
- Southwark Playhouse, 77-85 Newington Causeway, London SE1 6BD
 - Southwark Playhouse Elephant, Dante Place, 80 Newington Butts, London SE11 4FL
- Contract Type: 2-year Fixed Term Contract, Full Time.
- Hours: 40 hours per week, although additional hours may be necessary in order to fulfil the post's requirements. TOIL is available according to company policy. Regular evening and weekend work will be required. The standard get-out day for productions is a Sunday.
- Salary: £35,000 per annum paid monthly on the 28th of each month.
- Annual Leave: 30 days in the first year, pro rata, including bank holidays, increasing with length of service thereafter.
- Probationary Period: 3 months
- Notice Period: 2 months (1 month during probation period)

JOB CONTEXT

Southwark Playhouse has been creating and presenting theatre for almost 30 years. It has championed and showcased work by a diverse array of new and emerging artists and companies. It prides itself on being firmly rooted in its community as a creative hub and home for local people.

The theatre has recently opened a second building, Southwark Playhouse Elephant, that runs concurrently with its Borough venue. There are 3 theatre spaces (Borough: The Little, Borough: The Large, Elephant: Main Space) across the two buildings as well as a rehearsal space and participation space. The theatre presents approximately 30 fully fledged theatre productions across the year, alongside a busy participation and artist support programme.

JOB PURPOSE

Southwark Playhouse has two venues, Southwark Playhouse Borough and Southwark Playhouse Elephant. There are two Technical Managers who together oversee the Technical Department. The Technical & Production Manager is based at SP Borough. This role will be based at SP Elephant and will assume overall responsibility for the running of Southwark Playhouse Elephant while supporting the team at Southwark Playhouse Borough as and when required.

Alongside the Technical & Productions Manager (SP Borough) you will be responsible for scheduling and strategic planning within the technical department, as well as managing and developing a team of permanent and freelance staff. Health and Safety is a key part of this role, and the post holder will be expected to lead on all health and safety aspects relating to productions as well as having significant input on building-wide health and safety management. You will work closely with the creative and production teams on both in-house and received shows; with the participation department on youth and community projects; and with other external companies using the theatre's facilities. They will ensure the highest standards as a result of their knowledge of the organisation's building resources and capabilities.

DETAILED DUTIES & RESPONSIBILITIES

Productions, Events and Projects

- Support the participation department with all technical aspects of delivering the Youth and Community Programme within Southwark Playhouse buildings and also externally.
- Provide technical support for users of the rehearsal space (The Tiny at SP Borough) and the Youth and Community Space.
- Support and, where appropriate, take a lead, in the design, procurement and installation of technical equipment and infrastructure for capital projects.
- Devise and deliver a practical working plan for the provision of livestreamed performances, as well as other technologies for creating greater access to theatre.

Facilities

- Instigating a thorough annual programme of routine service and maintenance in all designated areas managed by the Technical Department.
- Instigating a thorough annual programme of routine service and maintenance for all equipment managed by the Technical Department.
- Identifying areas and equipment in need of repair as they occur and coordinating a quick and robust restoration/replacement either in-house or through external contractors.
- Keeping all storage and backstage areas tidy, efficiently laid out and clearly ordered.
- Led by the General Manager and working with the Front of House and Venue Managers, assist in the routine service and maintenance of building wide systems and services.

HR

- Alongside Technical & Production Manager (SP Borough), recruiting and line managing the Deputy Technical Manager, approving annual leave and, with support from the General Manager, applying company HR procedures where necessary.
- Recruiting and line managing freelance technicians, technical creatives, production and stage crew.
- Scheduling and coordinating the Technical team efficiently and effectively ensuring that the aims of the department are met within available budgets and staff hours.

- Tracking and arranging essential training when necessary and identifying skills gaps; suggesting appropriate training to bridge those gaps.
- Communicating regularly with the department team, ensuring a unified approach towards fulfilling the department's aims.

Financial

- Under guidance from the General Manager and alongside manage a realistic but economical annual budget for running all areas of the Technical Department relating to Southwark Playhouse Elephant.
- Devise and manage a system for efficiently tracking consumables and services provided by the venue for the use of visiting companies.
- Identify and create new opportunities for generating income for the organisation within the department.

Policies and Procedures

- Devise, review and update, on a regular basis, a comprehensive specification of each space and associated theatre equipment.
- Alongside the Technical & Production Manager (SP Borough) devise, review and update, on a regular basis, a comprehensive document of theatre regulations, policies and procedures that visiting companies and practitioners need to abide by to ensure a safe and productive working environment.
- Supported by the General Manager and Technical & Production Manager (SP Borough) assume responsibility for the Health and Safety of everyone within designated areas managed by the Technical Department.
- Ensure that all aspects of the Technical Department comply with all current legislation including, but not limited to, health and safety, fire safety, licensing, planning, building control etc.

Communications

- Collaborate and maintain clear lines of communication with the Front of House Department and the Visiting Company stage management team throughout public performance times.
- Ensure company communication policies are adhered to throughout the Technical department.
- Devise methods for collecting feedback from Visiting Companies on a regular basis to help inform and improve the Technical Department operations.

General

- Ensuring that regular, clear and concise record keeping is carried out through all aspects of the Technical Department.
- Actively participating in organisation wide meetings, regularly reporting on issues and successes, and providing constructive feedback to other departments.
- Ensure organisation wide policies are adhered to at all times and enforce these policies with staff and visitors.
- Although a managerial position, owing to the relatively small team size, a practical, hands-on approach is expected. As far as is reasonably possible, scheduling should be shared equitably between all members of the department.

In addition, to undertake any other duty or responsibility that may reasonably be allocated by the organisation. It is a requirement of the charity that all staff work in a flexible manner compatible with their jobs and in line with the objectives the charity must fulfil. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the department and the organisation.

PERSON SPECIFICATION

Essential

- At least three years' experience in technical theatre or production management.

- Proven experience managing staff and coordinating teams.
- Highly self-motivated with a strong attention to detail.
- Excellent organisational and time management skills.
- Strong ability to multi-task, prioritise and work to tight deadlines.
- Understanding of health and safety requirements in a theatre environment.
- IT competency, specifically Excel, Outlook and AutoCAD (or similar).
- Basic carpentry skills / competence with relevant power tools.
- Experience with ETC EOS series desks and QLab v3.
- Experience and understanding of Dante.
- Networking for Production Technicians.
- Excellent interpersonal skills.

Desirable

- Ability to thrive in energetic and demanding environments.
- Flexible and creative approach to work.
- First Aid / Fire Marshal trained (will be provided if not).
- Experience of livestreaming technologies.
- Experience of IT networking.
- Experience using Notion.

Benefits

- Complimentary staff tickets for shows, subject to availability and policy.
- Discounts at Southwark Playhouse Bars and Cafés.
- Interest-free season ticket loan.
- Cycle to Work Scheme.
- Pension scheme with Smart Pension.
- 30 days' annual leave (including bank holidays), increasing with length of service.