

HALF MOON YOUNG PEOPLE'S THEATRE

JOB DESCRIPTION – TECHNICAL AND PRODUCTION MANAGER

Reporting to – Administrative Director

The Technical and Production Manager works collaboratively as part of a small core team and the post involves working in a very hands-on manner, where the small things are as important as the bigger and more challenging demands. Specifically, the post holder, under guidance from the Administrative Director and Director, will:

- be responsible for the provision, control, maintenance and renewal of all technical and production equipment, including PAT testing, and develop a strategic overview of all technical resources pertaining to the company and the building
- in consultation with the Administrative Director be responsible for specific production, project, equipment and building maintenance budgets
- in collaboration with the Director, co-ordinate all technical and production aspects of in-house productions and the *Half Moon presents* touring portfolio, including creating technical specifications and liaising with touring venues
- act as lighting designer for professional theatre and Creative Learning projects
- provide technical support for all Half Moon projects, on and off site for professional theatre and Creative Learning projects
- ensure the smooth operation of all public performances within the building and to liaise with visiting companies
- rig and operate sound, lighting and video equipment
- make and/or source props, costumes and items of scenery
- hang the exhibitions in the theatre's gallery space, in collaboration with the Director
- be responsible for the planned and day-to-day maintenance of the building
- act as Health & Safety Manager and, in collaboration with the Administrative Director, implement the company's Health & Safety Policy
- act as Fire Marshall and carry out all relevant fire safety procedures and measures relating to the licensing of the building
- be an accredited First Aider
- maintain technical records and inventory of equipment
- manage and take part in the recruitment of other technical staff employed by Half Moon across the professional theatre and Creative Learning programmes
- manage the company's IT and other systems
- ensure the company vehicle is maintained in a safe and legal condition, including arranging MOT testing, tax, insurance and breakdown cover.

General Responsibilities (alongside all Half Moon staff):

- Undertake administrative responsibilities associated with the fulfilment of the job description as required by the Administrative Director
- Keep abreast of current practice and developments in the arts, youth and education sectors
- Develop and maintain contacts in line with the company's aims, liaising closely with the community, local businesses, schools, colleges and other arts organisations, as appropriate.

PERSON SPECIFICATION

Essential

- Knowledge of a wide range of technical disciplines
- At least two years' experience at senior level in technical production
- Knowledge of lighting design
- Experience of staff supervision and ability to lead and motivate a production team
- Possession of a full driving licence
- Experience of small scale touring
- Experience of working within agreed budgets
- Working successfully as part of a team
- Good oral and written communication & IT skills
- A willingness to work flexible hours, including Saturdays and some evenings
- IT skills in CAD/Word/Excel/Access/photo, sound and film editing.

Desirable

- Experience of working in a building
- Experience of working with the public, ideally within a venue context
- Experience of working with young people
- Understanding of the socio-economic and cultural context of Half Moon

Salary: £30,840 per annum

Holidays: 25 days per annum

Hours: 40 hours per week, with very occasional travel away from London. The post holder will be expected to work flexible hours in line with the theatre's opening hours

Probation: 2 months from first day of appointment

Notice Period: 3 months

Terms: As this post involves working with/contact with young people, employment is subject to the company's procedures and policies with regards obtaining enhanced disclosure status (DBS). Half Moon's Employment Code of Practice with Regards the DBS Procedures (incorporating Half Moon's Policy Statement on the Recruitment of Ex-Offenders) is available on request.

Please email CV, letter of application (max 1 side of A4) including current salary, contact details of 2 referees and Equal Opportunities Monitoring form to: jackie@halfmoon.org.uk

Closing date for applications: Midday, Monday 1 April 2019

Equal Opportunities Monitoring Form

What is your ethnic origin?

White

English Scottish Welsh Irish

Any other White background, please write in _____

Mixed Heritage

White and Black Caribbean White and Black African

White and Asian White and Chinese

Any other mixed background, please write in _____

Asian or Asian British

Asian Indian Asian Pakistani

Asian Bangladeshi

Any other Asian background, please write in _____

Black or Black British

Black Caribbean Black African

Any other Black background, please write in _____

East Asian or East Asian British

Chinese Vietnamese

Any other East Asian background, please write in _____

Other Ethnic Background

please write in _____

Other

Prefer not to say

How do you describe your gender?

Male Female Non-Binary

Other Prefer not to say

Do you identify as a D/deaf or disabled person, or have a long-term health condition?

Yes No Prefer not to say

If you answered 'yes' to the question above and feel comfortable providing further details, please tick which of the following applies to you:

- | | |
|--|--|
| <input type="checkbox"/> Visual impairment | <input type="checkbox"/> Hearing impairment/Deaf |
| <input type="checkbox"/> Physical disability | <input type="checkbox"/> Cognitive or learning disability |
| <input type="checkbox"/> Mental health condition | <input type="checkbox"/> Other long term/chronic condition |
| <input type="checkbox"/> Other | |

Thank You (All information collected on this form is confidential)