

## **HALF MOON YOUNG PEOPLE'S THEATRE**

### **JOB DESCRIPTION – TECHNICAL MANAGER**

#### **Reporting to – Administrative Director**

The Technical 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:

- ensure the smooth operation of all public performances and creative learning projects within the building and liaise with visiting companies
- rig and operate sound, lighting and video equipment
- act as lighting designer as required
- provide technical support for all Half Moon projects, on and off site
- make and/or source props, costumes and items of scenery
- 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
- in consultation with the Administrative Director be responsible for specific production, project, equipment and building maintenance budgets
- 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
- 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
- liaise with the company's IT support company
- 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

- At least two years' experience as a building-based technician
- Practical knowledge and understanding of lighting design
- Experience of plotting on ETC Eos family of consoles
- Good practical and demonstrable knowledge of QLab
- AV / video experience
- Full driving licence
- Experience of servicing visiting companies' technical requirements
- Ability to draft technical specifications
- Experience of producing and interpreting scaled drawings
- Ability to work at height
- Experience of writing risk assessments
- Rigging experience
- IT skills in CAD/Word/Excel/Access/photo, sound and film editing
- Strong oral and written communication skills
- Ability to be hands on
- Working successfully as part of a team.

### Desirable

- Experience of touring
- Experience of production management
- Experience of scenery building
- Experience of budgetary control
- Experience of working with young people, vulnerable adults and the general public
- Health & Safety training
- PAT testing
- First Aid Certificate
- General building maintenance experience.

**Start date:** July 2019

**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 work flexible hours in line with the theatre's opening hours (in practical terms this a five-day week with approx. half the year Tues-Sat, the other half Mon-Fri, mostly daytime, with a few evenings). Half Moon operates a TOIL system.

**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, covering letter outlining how you meet the requirements of the person specification (1-2 sides of A4), including current salary, contact details of 2 referees and Equal Opportunities Monitoring form to: [jackie@halfmoon.org.uk](mailto:jackie@halfmoon.org.uk)**

**Closing date for applications:** 10am, Friday 26 April 2019

**Provisional interview date:** Week beginning 29 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)