**JOB DESCRIPTION**

**Job Title** Assistant Technical Manager

**Responsible to** Technical Manager

**Responsible for** Freelance technical staff and technical intern

**Salary** £21,500 per annum

**Terms** The weekly salary is inclusive of hours worked between 09.00 – 23.00 daily up to 40 hours a week spread over six days.

**ABOUT WILTON’S**:

At Wilton’s we offer a vibrant blend of culture, heritage, learning and participation through a programme of imaginative productions and activities. We give opportunities to emerging artists and present a year round programme that includes exceptional live music in all its forms from world-class concerts to cabaret and opera, alongside vibrant, bespoke theatrical productions, within a grade two star listed building, which is the oldest surviving grand music hall in the world.

**MAIN PURPOSE OF POSITION**

The Assistant Technical Manager (ATM) is a key role within Wilton’s and assists the effective technical operation of all the spaces within the venue. The ATM will share responsibility for the day-to-day running of the Hall and other spaces when required under the supervision of the Technical Manager

**DUTIES AND RESPONSIBILITIES**

* To work collaboratively as part of the Production Department, reporting to the Technical Manager, to achieve the highest standards in the delivery of lighting, sound and stage requirements for Wilton’s Music Hall.
* Collaborating with the Technical Manager to ensure that all technical and show staff employed by Wilton’s are working within the parameters set by BECTU and Equity.
* Overseeing other members of the technical team, including the technical trainee, as required and ensuring that all members of the technical team are working within their agreed hours and that the venue is staffed sufficiently in terms of health and safety.
* The Production Manager leads on technical health and safety and safe working practices and it is the duty of the TSM & ATM to ensure that all shows, events and other technical activities comply with statutory and company health and safety regulations, procedures and inspections.
* Overseeing get-ins and get-outs and show running of all productions within the venue as scheduled by the TM, referring to the Technical show info sheets whilst keeping accurate records of hours worked. Deputising for the TM when the schedule demands.
* Assisting the TM in sourcing and booking freelance technicians as required.
* Working with the Technical Manager to liaise with visiting companies’ technical staff to ensure the feasibility of production designs with regards to any allocated budget, staffing levels and venue restraints.
* Working with the Technical Manager to ensure the co-ordination of all technical aspects of productions.
* Overseeing incoming companies and ensuring that they are fully inducted into the building and aware of Wilton’s safe working practices. The TM and ATM are responsible for ensuring that anyone working at Wilton’s in a technical capacity is working in accordance with our HS policy.
* To programme and operate lighting and sound desks as and when required, with regard to the schedule.
* Working on all technical aspects as required by Wilton’s, providing support for productions and other events and operating shows when necessary.
* Overseeing all rigging activities and ensuring they are carried out in a suitable manner.
* Working with the Technical Manager to arrange for the storage and/or skipping of sets at the end of a production and appropriate running of load outs.
* Operating shows as lighting, sound and video operator as required.
* Acting as Duty technician as required
* Assisting in the hire of technical equipment, as required by Wilton’s or visiting companies, within the agreed budget.
* Assisting with the ongoing maintenance of all technical areas and providing accurate and competitive costings when required.
* To ensure that adequate stocks of technical consumables are maintained by reporting to the TM
* To ensure that all temporary seating layouts adhere to regulations and plans, as provided by the Production Manager when acting as Duty Technician
* To attend weekly meetings to discuss scheduling, staffing needs and future productions.
* Representing Wilton’s at external industry events as required.
* Developing and maintaining relationships with other producing and receiving venues to ensure that Wilton’s continues to deliver the highest standard of excellence.
* To provide technical maintenance to any departments as they require it and other work as appropriate.
* To carry out other technical roles as required.

**GENERAL**

* To be a skilled theatre technician with a good knowledge of theatre lighting, sound and professional theatre production.
* To act as a Duty Technician and/or Duty Manager as required and ensure safe evacuation of the building and secure unlock and lock up.
* To hold a current First Aid At Work certificate and to be able to provide first aid to staff and customers as required. ( Desired)
* To undertake other duties as might reasonably be required by the Executive Director.
* Freelance work – periods of unpaid leave for external freelance work may be requested, but may only be undertaken with the express written agreement of the Production Manager.

**REVIEW ARRANGEMENTS**

This job information cannot be all encompassing. It is inevitable over time that aspects of the job will change, without changing the general character of the job or the level of duties and responsibilities entailed. Consequently, this job description will be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

**PERSON SPECIFICATION**

# Essential – technical (tested by application)

# Previous technical stage experience of working in a producing or presenting theatre.

Previous experience of working with and supporting creative teams.

# Proven experience of working as part of a technical team for fit-ups, get-outs and running shows.

Proven experience as general technician and thorough knowledge of all technical equipment used in a mid-scale venue.

Good knowledge and experience of current rigging techniques.

Awareness of Health and Safety issues

Able to work scheduled evenings and weekends, including the anti-social hours frequently required in the position.

**Essential – behavioral qualities (tested at interview)**

A positive ‘can-do’ attitude to work and a desire to work, and a desire to continuously improve working practices.

Good communication skills.

Ability to remain calm whilst working under pressure.

**Desirable**

Knowledge and./or training in managing Health and Safety including First Aid, manual handling, working at height (rope access, mobile elevated work platforms etc).

Knowledge of ETC Express and ION lighting desks.

To hold a First Aid at Work certificate

**CONDITIONS**

Contract: Permanent

Hours: 40 hours per week, on average across each calendar month.

The post holder may be required to work evenings, nights and weekends for which no additional remuneration will be offered.

Annual Leave: The annual leave year runs from January to December, and you will be entitled to 25 days pro rata per annum plus bank holidays.

Notice Period: One month

**APPLICATION FORM – ASSISTANT TECHNICAL MANAGER**

You may apply by enclosing a CV but please ensure it includes the information requested below.

Applications may be made in any format you feel most comfortable with (eg large print, tape, Braille or British Sign language on DVD or video). When using an alternative format, please use the same headings.

Applications can be sent by email or post but must arrive by 12.00 on Friday 2nd September 2016. Please send applications to:

Via email to - Becky Ruffell :b.ruffell@wiltons.org.uk

Via post to - Becky Ruffell, Wilton’s Music Hall, Graces Alley, London, E1 8JB

**Personal Details**

|  |  |
| --- | --- |
| Surname |  |
| Forenames |  |
| Title |  |
| Address |  |
| Postcode |  |
| Email |  |
| Phone/mobile |  |
|  |  |

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| --- | --- |
| **Employment History** | |
| **Present or most recent employment** | |
| Employer’s name, address and postcode |  |
| Current job title or position |  |
| Date appointed |  |
| Current salary |  |
| Notice period |  |
| May we contact you at work? | **Yes / No** |
| Brief description of your duties: | |
| **Previous employment** | |
| Please give details of employers, starting and leaving dates, position held and reasons for leaving. Please make copies of this sheet if you need extra space. | |
| Employer’s name, address and postcode |  |
| Date appointed |  |
| Leaving date |  |
| Job title or position held and main responsibilities |  |
| Salary |  |
| Reason for leaving |  |

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| **Education and Training** | | |
| Please give details of educational achievements or results, which you believe may be relevant to the post. If you are successful in gaining this post you will be required to produce original documentation for relevant qualifications. | | |
| Name and address of place of study or training (including any school/academic or on the job training) | Dates | Qualifications |
|  |  |  |
| **Your interest in the post** | | |
| Please tell us why you think you are the most suitable person for the job by referring to the job description and person specification. Also refer to any previous experience and transferable skills you think may be relevant. This may include voluntary work, community involvement, leisure interests or hobbies. Please continue/make copies of this page if necessary. | | |
| **References** | | |
| Please give the name of two referees, one of whom should be your present or most recent employer. We will not contact your referees without your express permission but any offer of employment will be made subject to satisfactory references. If you have any questions about this, or any other aspect of the application process, please contact us before you return the form. | | |

**Referee 1**

|  |  |
| --- | --- |
| Name |  |
| Position held |  |
| In what capacity did/do you know them (eg employer, line manager, tutor) |  |
| Contact address |  |
| Email |  |
| Phone |  |

**Referee 2**

|  |  |
| --- | --- |
| Name |  |
| Position held |  |
| In what capacity did/do you know them (eg employer, line manager, tutor) |  |
| Contact address |  |
| Email |  |
| Phone |  |

**Access requirements for interview**

Since there will be a short turnaround time between shortlisting and interview, it would be useful to know if you have any access support needs for interview – please indicate below. Note that this has no bearing on the recruitment process and is purely to facilitate interviews.

|  |
| --- |
| **Criminal Convictions** |
| As this position could bring you into contact with children and/or vulnerable adults, it is necessary for you to have a DBS check prior to working with Wilton’s Music Hall. We will arrange for this check to take place and will cover all related costs. Please note that if you are unwilling to undertake this check or there is found to be a concern with the result, it will not be possible for you to work at Wilton’s Music Hall. |
| Do you have any current convictions, which have not been spent under the Rehabilitation of Offenders Act 1974?  If yes, please give details:  Please note that this will not necessarily disqualify you from being appointed. |

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| **Right To Work** |
| Do you have the right to work in the UK? **Yes / No**  If no, please give details:  If you are appointed to this post you will be asked to provide original documentary proof. |

**DECLARATION**

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| **Please note any false information given in this application will invalidate any resulting job offer**  **I consent to Wilton’s Music Hall holding the data above and confirm to the best of my knowledge that the information on this application form is true and correct and can be treated as part of any subsequent contract of employment:** |
| Name  Signature  Date |

**Confidential Equality & Diversity Monitoring Form**

**In order to monitor the effectiveness of our monitoring policy, although not a requirement we would be grateful if you would complete this form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position applied for |  | | | |
| Date |  | | | |
| Please mark **X** in the appropriate box (you will need to overwrite the box symbol with your **X**): | | | | |
| Please indicate your gender | | Female  🞏 | Male  🞏 | Prefer not to answer  🞏 |
| Do you consider yourself to have a disability? | | Yes  🞏 | No  🞏 | Prefer not to answer  🞏 |
| Please indicate your ethnicity | | Asian or Asian British  Black or Black British  Any other mixed background – please describe  Caribbean  Chinese  Irish  White British  Any other ethnic group – please describe  Prefer not to answer | | 🞏  🞏  🞏  🞏  🞏  🞏  🞏  🞏  🞏 |
| Please indicate your age range | | 65+  55-64  45-54  35-44  25-34  18-24  Prefer not to answer | | 🞏  🞏  🞏  🞏  🞏  🞏  🞏 |
| Where did you see this post advertised? | | | |  |