**JOB DESCRIPTION**

**Job Title:** Head of Technical and Facilities

**Responsible to:** Head of Operations and Commercial Services

**Responsible for:** Deputy Technical Manager, Facilities Manager, Duty Technician, freelance technicians

**Salary:** £38,000 - £40,000 per annum (depending on experience)

**About Wilton’s**:

Wilton's Music Hall presents extraordinary theatre and music in the oldest Grand Music Hall in the world. Wilton's welcomes world-class artistic talent to the East End all year-round. We carefully produce and program productions for our unique building.

Welcoming world-class artistic talent to the East End, in 2023 Wilton’s staged 294 performances of 45 productions, carefully selected for our magical building and seen by 65,000 people. Named the 5th most iconic building in London by Time Out, the unique spirit of Wilton's has captured the imagination of artists and the public alike for over 160 years.

**MAIN PURPOSE OF POSITION**

The Head of Technical and Facilities leads on all technical and facility aspects of Wilton’s Music Hall and manages the Deputy Technical Manager, Duty Technician and all freelance technicians. The Head of Technical and Facilities be supported by the Head of Operations and Commercial Services to ensure all technical and production aspects of Wilton’s are running to the best of their abilities. The Head of Technical and Facilities is responsible for managing the Facilities Manager and thus all of the building’s plant equipment, building repairs, external contractors, assessment of utilities and maintaining the fire safety of the building (full list to be found in Job Description).

**DUTIES AND RESPONSIBILITIES**

**Technical**

* To work collaboratively as part of the Technical Team, reporting to the Head of Operations and Commercial Services, to achieve the highest standards in the delivery of lighting, rigging, sound, video and stage requirements for Wilton’s Music Hall.
* To ensure that all technical and show staff employed by Wilton’s are working within the parameters set by BECTU and Equity.
* Overseeing all members of the Technical Team 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 Head of Operations and Commercial Services leads on health and safety and safe working practices and it is the duty of the Head of Technical and Facilities to ensure that all shows, events and other technical activities comply with statutory and company health and safety regulations, procedures and inspections. The Head of Technical and Facilities will be expected to produce risk assessments for their department with the support of the Head of Operations and Commercial Services and ensuring that Visiting Companies have provided Risk Assessments if requested and these are filed.
* Liaising with the Head of Operations and Commercial Services about the day-to-day running of the various venues within the building.
* Scheduling, staffing and overseeing get-ins and get-outs and show running of all productions within the venue referring to the Visiting Company contracts, whilst keeping accurate records of hours worked. Deputising as the schedule demands.
* Ensuring that the Technical Team has an available and skilled pool of freelance technicians, updated in the technical contacts file, at all times.
* Liaising with Visiting Companies’ production managers to ensure the feasibility of production designs with regards to any allocated budget, staffing levels and venue restraints.
* Ensuring the co-ordination of all technical aspects of productions.
* Overseeing incoming Visiting Companies and ensuring that they are fully inducted into the building and aware of Wilton’s safe working practices. The Head of Technical and Facilities is responsible for ensuring that anyone working at Wilton’s in a technical capacity is working in accordance with the 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.
* Arranging for the storage and/or skipping of sets at the end of a production and where necessary liaising with management to recharge Visiting Companies. To have knowledge of potential off-site storage.
* Under the direction of the Head of Operations and Commercial Services adhering to the Wilton’s Production Budget, ensuring that all work is undertaken in as cost-effective way as possible. The Head of Technical and Facilities will be responsible for costing any necessary technical kit, replacement kit, maintenance needs and for helping to reforecast the Production Budget when necessary.
* The Head of Technical and Facilities will be responsible for coding invoices and tracking spends across the production budgets.
* Organising any hires of technical equipment, as required by Wilton’s or visiting companies, within the agreed budget.
* Organising the on-going maintenance of all technical areas and providing accurate and competitive costings when required.
* To ensure that adequate stocks of technical consumables are maintained.
* Working with the Head of Operations and Commercial Services to ensure that all commercial events, including films, weddings and commercial hires, are staffed and equipped technically as agreed in their contract.
* To ensure that all temporary seating layouts adhere to regulations and plans, as agreed with the Head of Operations and Commercial Services.
* To liaise with the Head of Operations and Commercial Services on operational matters as required.
* 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.

**Building and Facility Management**

* To oversee the Facilities Manager who is responsible for ensuring that the building’s plant and equipment are properly maintained by completing weekly, monthly and biannual visual inspections. This will include overseeing the Facilities Manager in the implementation, managing and monitoring of all service contracts.
* To ensure that the Facilities Manager carries out repairs to the building as required within the agreed scope of the annual budget.
* To ensure that the Facilities Manager maintains a comprehensive calendar of any service contract inspection/review dates that can be accessed at all times and to upkeep a valid contact sheet for all key suppliers and service contractors including an emergency contact sheet shared with the operations dept.
* Assist in an annual review of access requirements, HSE compliance and training needs of the building.
* Working with the Head of Operations and Commercial Services ensure that the Facilities Manager maintains the fire safety of the building, ensuring that there are regular fire alarm tests, fire drills, and maintenance of fire extinguishers as well as the required fire risk assessments.
* To assist with the creation and updating of risk assessments for all areas of the building and ensure that regular checks are made, to cover COSHH, Manual Handling, Electrical Safety, Slips and trips, falls etc. in collaboration with the Head of Operations and Commercial Services and to keep good records of all of the above.
* In conjunction with the Head of Operations and Commercial Services to be responsible for the opening procedures, ensuring that all building checks take place each day and are recorded.
* In conjunction with the Head of Operations and Commercial Services to be responsible for locking up procedure, ensuring it is done correctly and safely.
* To ensure that the Facilities Manager manages the correct use of all CCTV footage and the CCTV system, monitoring the footage when 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.
* To contribute to the Health and Safety policy and relevant procedures and to implement the Production Consultant’s H&S procedures to ensure that suitable and sufficient method statements, risk assessments and standard operating procedures are in place for all technical aspects of Wilton’s business.
* To be a member or the Health and Safety committee. Take a creative approach to move WMH towards a more Health and Safety conscious culture. Working with WMH team to ensure an organisation wide integration of effective Health and Safety into all our working practices. Identify any necessary and cost-effective Health and Safety education and training. Ensure that everyone working for WMH (including sub-contractors, freelance staff and volunteers) are aware of and fulfil appropriate Health and Safety responsibilities.
* To ensure that all technical staff are trained and inducted into the venue and that all risk assessments have been filed.
* To undertake other duties as might reasonably be required by the Executive Director.

**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 in facilities management.

Previous experience of working with and supporting creative teams.

# Proven track-record of leadership skills, with experience of managing teams and staffing requirements for fit-ups, get-outs and running shows.

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

Thorough knowledge and experience of current rigging techniques.

Awareness of Health and Safety issues, including a working knowledge of related statutory and legal legislation.

Awareness of licensing legislation.

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**

Experience of building maintenance & facilities management.

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

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 will be required to work evenings, nights and weekends (within the 40 hours per week, on average across each calendar month) 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: Three months

**APPLICATION FORM – HEAD OF TECHNICAL AND FACILITIES**

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 Monday 11th November 2024. Please send applications via email to – Mark Siddall: m.siddall@wiltons.org.uk

**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**

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.

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| **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 |