**Job Summary**

This is an opportunity for an outstanding and experienced technician to join the Leadership Team in Peterborough at a time of exceptional development and change. The Deputy Technical Manager will assist the Technical Manager with responsibility for the day-to-day technical and facility management of both the Key Theatre & New Theatre in Peterborough and ensure the safe presentation of all productions, hires & events in our venues. The Deputy Technical Manager will be responsible for a team of up to 4 Technicians. They will work within the values of the organisation and through effective leadership will set the expectations through the team to deliver the vision of Landmark Theatres. The Deputy Technical Manager will take great pride in what they do, ensuring the highest levels of customer care, and housekeeping and always ensuring a safe and compliant environment at all times.

**About Landmark Theatres**

Landmark Theatres is a portfolio of regional venues in North Devon and Peterborough receiving a wide variety of arts and cultural opportunities for local communities. This includes major touring productions, high-profile live music acts, big-name stand-up comedy, dance, superb theatre and new writing. We also produce high-quality Musicals, Drama and Family productions including our annual family Pantomime in Peterborough.

Our venues consist of: Queen Theatre, Barnstaple (650 seats), Landmark Theatre, Ilfracombe (450 seats), the New Theatre Peterborough (1,100 seats) and the Key Theatre Peterborough (112 & 360 seats). We are the largest new theatre entrant to Arts Council England's National Portfolio (23-26) and are working with a number of high-quality partners such as Birmingham Royal Ballet, The National Theatre and Paines Plough.

We receive an annual grant of £1 million a year for the current three-year funding cycle from 2023-24 to 2025-26 to ensure that Landmark Theatres can deliver an ambitious artistic mission, driving quality work, inspiring and developing new talent for and with the audience we serve across North Devon and Peterborough.  This funding is a great vote of confidence in our potential to deliver to areas previously underinvested in culturally. We are now building a new producing theatre organisation outside London – for the first time in a generation.

The company has strong foundations in generating income as commercially driven businesses, driving trade and strong attendance. But newly found relationships with key stakeholders such ACE have broadened the companies’ ambitions against their Let’s Create Strategy.

We pride ourselves on an in-depth understanding of the locations in which we operate. Working in areas of lower cultural engagement across the UK. We are respectful and responsive to local priorities, deliver innovation and work in partnership to empower our communities. We deliver a breadth of creative activities and ways in which our communities can engage whether that be as an audience member, participant, decision maker or through developing talent.

[**landmarktheatres.co.uk/**](https://www.landmarktheatres.co.uk/)

Landmark Theatres is a value-led organisation: innovate, include, collaborate, empower, sustain. We are committed to being diverse and inclusive and to making our workforce representative of different backgrounds and experiences of the communities we serve.

LANDMARK THEATRES LTD

ROLE

Job description

Job Title: Deputy Technical Manager   
Responsible to: Technical Managers   
Place of Work: Peterborough Theatres

Hours of Work: 40 hours per week, including some evenings and weekends

Salary: £30,000 +BECTU payments where applicable   
Contract: Permanent

Pension: Company Pension Scheme

Start Date: As soon as possible

The role is subject to a 6-month probation period to ensure the successful candidate is suitably supported to carry out their duties. For this role we would require a 3 month notice period.

**Key Responsibilities**

* To ensure the day to day operation and activities relating to the technical operation of our Peterborough Theatres are planned, and executed professionally & efficiently
* To work within the Technical department on the safe provision of all technical aspects relating to productions at Selladoor Venues, this includes working and running fit-ups, get-outs, show calls and production periods as scheduled by the Technical Manager.
* To take primary responsibility in the day to day installation and operation of all lighting, sound, rigging, staging AV, access, emergency and safety systems at the New Theatre Peterborough used for performance and production periods. To be proficient in the use of all in-house systems and equipment.
* As and when required, to liaise with creative teams, visiting companies and external hirers regarding their lighting, sound, staging and AV requirements.
* To deputise for the Technical Manager, in his/her absence.
* To assist with administrative tasks as required, including but not limited to preparation of rotas, risk assessments and method statements, logging of equipment testing and inspections.
* To maintain, buy or hire equipment for the artistic programme according to scheduling, budget and technical needs
* Supporting the Technical Manager and setting the expectation with the team to ensure that all visiting companies / productions to the theatre are professionally supported, including management of get ins, shows and get outs, delivering a high standard of customer care and experience
* Assisting the GM, and Technical Manager in achieving the objectives for our Peterborough theatres and business plan
* To line manage the technical team
* To schedule and supervise all technical staff making best use of their time and keeping an accurate record of hours worked
* To work with the organisation and Technical Manager to promote good working practices and maintaining high production values within the department
* To support the organisation in compliance, ensuring that staff are up to date with all relevant building related policies and procedures

**Operational**

* Gain an understanding of the buildings and all theirs capabilities – in production the lighting, sound, relays, video and cabling and as a building the air handling, alarms, lift, etc.
* To work on the maintenance upkeep of the buildings, keeping records to ensure regular maintenance checks are carried out on a regular basis in line with external contractors.
* To support the Technical Manager in delivering high levels of housekeeping within our venues, addressing maintenance and undertaking basic maintenance duties
* To work with the Technical Manager and develop plans for maintenance works that need to be undertaken and liaise and supervise outside contractors to ensure works are effectively carried out
* To work with the Technical Manager to ensure technical riders are received in good time and appropriately dealt with and communicated for both venues
* To ensure that the theatres are appropriately recharging costs for Technical resource at the theatres and that these are accurately produced and distributed
* To support the Technical Manager in the completion of monthly payroll and ensure that these are accurate and sent to the GM in good time each month

**Health & Safety**

* To assist the Technical Manager in implementing and inputting to working practices and procedures
* To work with the theatre team and Technical Manager to ensure that all areas within our buildings and facilities are in safe and presentable condition
* To assist in ongoing planned maintenance for all setting, rigging, lighting, sound, and AV equipment, including Portable Appliance Testing. To fault find and carry out end user maintenance on these items and to ensue non-user serviceable faults are reported quickly and correctly to the Technical Manager.
* To undertake basic maintenance duties as required to ensure the workplace adheres to health and safety requirements and all staff are appropriately informed
* To be familiar with, and comply with existing H & S regulations relevant to the industry and keep abreast of changes which may impact the sector and business
* To assist the Technical Manager with the general upkeep to the fabric, fixtures and fittings of the auditorium, back stage and Front Of House areas.
* To assist the Technical Manager by contributing to the development of the organisations H & S policy and the development of safe and efficient systems of working
* To support the business through the development of risk assessments where required and ensuring that all staff are updated H & S policies and working practices are adhered too in line with relevant regulations
* Working with the Technical Manager to ensure that as a organisation we are keeping abreast of current developments in H & S within live entertainment industry, consider and address any H & S issues that arise in respect of the visiting company / show.
* To ensure that all get-in, fit-ups and get-out regulations are adhered to, Health & Safety check sheets are accurately completed and truck loading plans are adhered to.

**General**

* To work with the Technical Manager and ensure that the technical team adhere to all Landmark Theatres policies and regulations, be a key holder and ensure that the security of the building is maintained at all times
* To attend operational meetings in the absence of the technical manager and other meetings as required
* To assist the wider theatre team with community engagement in any educational and outreach projects as required
* To undertake other tasks as reasonably required by the Technical Manager & General Manager to ensure that our venues in Peterborough operate as an effective sustainable business

**Person Specification**

Essential

* A broad knowledge of and practice in all technical areas of theatre.
* At least 4 years’ relevant experience as a technician.
* Experience of maintaining all production related equipment and systems.
* Experience and knowledge of Technical Theatre Health & Safety standards and procedures, including producing, amending, monitoring production safety issues and risk assessments.
* Experience of building management.
* Excellent organisational, interpersonal and communication skills.
* Ability to work well under pressure.
* Programming of ETC consoles.
* Experience of DiGiCo ranges of digital sound desks.
* Proven experience with Logic, QLab.
* Able to work with other managers as part of a collaborative team to develop high standards across all departments.
* Commitment to, and an understanding of, the principles underpinning equality, diversity and inclusion, and environmental responsibility.
* Excellent IT skills – particularly Microsoft Office & excel.
* Driving licence

Desirable

* Proven skills and experience of managing staff and dealing with staffing issues with the ability to inspire a team
* Financial planning and budgeting skills
* Experience in working with digital film projectors
* Experience of CAD
* Carpentry or Stage Carpentry qualification
* Accredited qualifications in technical theatre

The job description for this position may be reviewed and amended to incorporate the future needs of the department and organisation. This job description is intended as a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and is subject to review.

Landmark Theatres Ltd is committed to being a diverse and inclusive organisation and we are keen to make our workforce more representative of different backgrounds and experiences of the communities we serve. We work to remove barriers and pride ourselves on giving opportunities to people of all walks of like and all class backgrounds. We welcome applications from people who are under-represented in our organisation and/or arts organisations in general.

Landmark Theatres Ltd is committed to safeguarding the welfare of participants and partners. Applicants will be asked about any previous convictions, cautions, and reprimands, including those that are considered ‘spent’ as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). The successful candidate must be willing to undergo an enhanced Disclosure and Barring Service check (at Landmark’s expense) as any job offer will be made subject to this being obtained.

**To apply for this role please complete the application form and equal opportunities monitoring form found on our website** [**www.landmarktheatres.co.uk**](http://www.landmarktheatres.co.uk) **and return to** [**jobs@landmarktheatres.co.uk**](mailto:jobs@landmarktheatres.co.uk) **with Deputy Technical Manager in the subject line. The closing date for applications is midnight on 26/06/2024.**

All applicants will receive a response regardless of the shortlisting outcome.