



beacon
arts centre

www.beaconartscentre.co.uk

**LIGHTING UP LIVES
IN INVERCLYDE**

Dear Applicant

Post of Technical Manager

Thank you for your interest in the above post. Please find on the following pages:

1. Further information about this post
2. A job description and person specification
3. An equal opportunities monitoring form

How to apply

- Write a letter of introduction
- Attach a CV and provide details of two referees:
- Complete and enclose the equal opportunities monitoring form

Submissions must be received by 5.00pm on Monday 23 March 2020 and can be emailed to:

recruitment@beaconartscentre.co.uk

Many thanks and we look forward to hearing from you.

Yours faithfully

Pauline Kane
Theatre Director

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Technical Manager at Beacon Arts Centre

Background

The Beacon is lighting up lives in Inverclyde and carries on the legacy of the Greenock Arts Guild, established in 1946, as a key cultural venue in the Scottish arts landscape.

At the heart of Greenock's Waterfront regeneration, Beacon Arts Centre has two performance spaces, with three upstairs Gallery Suites which can be extended to provide a function suite for up to 170 guests.

Year-round we present performances in both our main auditorium and studio spaces, from national arts companies such as the National Theatre of Scotland and Scottish Opera, to large-scale community musicals and amateur theatre, captivating dance, uplifting music and comedy.



Beacon Arts Centre is supported by



POST	Technical Manager
HOURS	37.5 hours per week, with regular evening and weekend work
SALARY	£28,000 per annum
REPORTS TO	Theatre Director
DATE	March 2020

This post is subject to disclosure.

JOB PURPOSE

MAIN PURPOSES:

You will be responsible for the staging and technical elements of the Theatre's cultural, community and conference programme. You will ensure compliance with all statutory licences, undertakings and obligations in relation to the Theatre in conjunction with the Theatre Director.

The Beacon currently operates a policy of mixed programming, mostly visiting company work with some co-producing, covering musical theatre, drama, music, dance, comedy and community-based activities. The pantomime is produced in house. The Beacon operates a busy programme of youth theatre, youth dance and community activities.

KEY RESPONSIBILITIES:

- To ensure the efficient scheduling of technical and facilities staff to service the operational needs of Beacon Arts Centre. To achieve this through long-term planning, costing and multi-skilling.
- Selection, training, management, motivation, and performance monitoring of all staff contributing to the stage, backstage, technical, and maintenance functions.
- To liaise with all visiting companies and co-production partners to ensure that all production, technical and stage elements of the production are effectively delivered.
- To ensure all staff maintain high standards of technical support and customer service to ensure Beacon Arts Centre's attractiveness as a performance venue.

- To be available for production planning meetings, get-ins, get-outs and performances as required.
- To ensure technical recharges are provided to Finance no later than 11.00am on a Monday Morning, and to complete estimated settlements when requested.
- To ensure that a visiting companies' representative has signed to say they have read employee essentials, including evacuation procedure, health and safety procedures and PPE policy.
- To ensure that box office, marketing and front of house are advised about proposed removal of seats for sound desk position/s etc.
- To complete all relevant administration for the department including holiday forms, absence request forms, expense claims.
- To ensure that materials and services required by the technical department are ordered in accordance with the company's approved procedures, and the development, within budget, of a technical infrastructure which will enable the venue to continue to attract top productions. To prepare and present an annual technical maintenance budget for approval by the Theatre Director. Subsequently to ensure that all expenditure is kept within this agreed budget.
- To ensure a safe and efficient get-in, fit-up and get-out of all productions and to work the same when necessary.
- To be familiar with current Health & Safety regulations relevant to the industry and to keep abreast of changes to such regulations.
- To ensure that working practices throughout the building adhere to the in-house Health & Safety policy and with Health & Safety regulations generally.
- To notify the Theatre Director of any Health & Safety issues that arise.
- To provide risk assessments for the production and stage elements of each production and event and general risk assessments for specific areas of work within the departments.
- To provide and maintain COSHH and Health & Safety records relevant to the departments.
- To be a member of the Health & Safety committee and attend Health & Safety meetings as required.
- To ensure the safe, tidy & efficient use of all technical and back of house storage areas within the theatre.
- To ensure the safe and efficient operation and maintenance of all staging and electrical equipment located in the theatre.
- To ensure all personnel changes: full-time, part-time and casual are processed in accordance with the company's procedures.

- To ensure that staff are kept fully up to date with technical and maintenance procedures and working practices through a structured multi-skilling training programme.
- The creation and management of mechanisms to ensure regular and structured feedback by production companies on the services provided by Beacon Arts Centre, and their experiences of those services, to support establishment and monitoring of quality targets.
- To ensure that PAT certification and Risk Assessment is carried out on a regular, agreed basis.
- To check all Risk Assessments and COSHH forms are relevant and up to date.
- To ensure that lamping and general maintenance of auditorium lighting in the theatre is carried out within agreed parameters, and that documentation of such maintenance is kept and up to date.
- To attend training courses as required in order to further self-development.
- To act as a 'competent person' for Beacon Arts Centre in accordance with Regulation 6 of the Management of Health & Safety at Work Regulations 1992.
- To complete any other delegated task that may assist the company in achieving its business objectives.

Greenock Arts Guild / Beacon Arts Centre

Person Specification

Technical Manager

Criteria	Essential	Desirable	Evidence
Education, Qualifications & Training	HND / Degree or equivalent in related sector		Application Certificates
Skills, Knowledge & Competencies	<p>Experience of technical work and / or production in a cultural venue or with a touring theatre company</p> <p>Specific area of technical expertise e.g. stage lighting, sound etc</p> <p>Proven ability in planning resources to deliver programmes successfully</p> <p>Proven ability in communication across a multi-team/partner environment</p> <p>Experience of managing budgets</p> <p>Knowledge of customer service standards</p> <p>Excellent interpersonal skills</p> <p>Experience as a collaborative worker</p> <p>Proven IT ability</p>	<p>Experience of working across different artforms e.g. visual arts, festivals etc</p> <p>Experience of working with specific target groups and / or in a regeneration context</p> <p>Knowledge of room / resource booking systems e.g. Artifax</p> <p>Experience of preparing rotas and signing off timesheets</p> <p>Applied interest in technology</p>	Application Certificates Interview
Other	Clean driving License		Application