

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

TECHNICAL MANAGER

Full time, Permanent

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Technical Manager

Contract: Full-time, Permanent

Salary: £41,254-£48,418 p.a. (Including LWA)

Trinity Laban Conservatoire of Music and Dance is a forward thinking, contemporary and world-class Higher Education Institution with a vision to redefine the conservatoire for the 21st century. At the leading edge of music and dance training, it provides specialist education of the highest quality, which reflects the increasingly collaborative world of artistic practice and supports the lifelong career development of students and professional performing artists.

Under the direction of the Head of Production, this role will take responsibility for all technical areas within the Laban Theatre and other Trinity Laban performance and events spaces. The Technical Manager works closely with the Head of Production in the provision of technical resources across our performance venues providing appropriate proactive and creative support for Trinity Laban's performances and production processes.

Based at the Laban Theatre, the post holder leads the technical team in the practical operation of the theatre spaces, ensuring the highest quality in the presentation of performance work. This involves working in collaboration with multiple staff teams to support the delivery of artistic, academic and venue hire activities, and liaising with students and teaching staff on undergraduate and postgraduate projects and performances. This is a broad role encompassing staff and financial management, scheduling, tutorials with students providing technical advice and support, and technical theatre responsibilities such as maintenance, lighting, sound and stage management.

The post holder is responsible for:

- Scheduling production processes for inhouse rehearsals, workshops and performance.
- Providing technical support to a variety of incoming work including commercial hires and touring/partnership companies.
- Implementing Health and Safety policies and ensuring the safety of all users of performance spaces.
- Routine maintenance and record keeping of technical equipment and theatre installations, including scheduling external inspections.

Several years' experience in a senior practical and administrative role in a working theatre is essential.

As an equal opportunity employer, we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

If you think this might be just the job for you, please register an account with our eRecruitment system and complete an online application form using the following link <https://jobs.trinitylaban.ac.uk/>

Closing Date: Sunday 29th September 2024 at 23:59 (No Agencies)

Interview Date: Tuesday 8th and Wednesday 9th October 2024

For any queries about this position that are not covered in the job pack, please email Katerina Filosofofopoulou, Talent Resourcing and Organisational Development Officer on staffrecruitment@trinitylaban.ac.uk.

All our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City, University of London.

Trinity Laban Conservatoire of Music and Dance is a company limited by guarantee registered in England and Wales Company No. 51090. Registered Charity No. 309998.

JOB DESCRIPTION

Post:	Technical Manager
Department:	Production
Reporting to:	Head of Production and Technical Support
Salary Grade:	7
Contract:	Permanent, full-time

PURPOSE OF THE POST

- To lead the technical team and manage production processes.
- To manage, maintain and develop performance spaces.
- To support the Head of Production in managing the production department and deputising in their absence.
- To work closely with the Senior Technician and the Sound and Audio-Visual Technician to ensure that essential systems knowledge is shared and schedules are planned and executed timely and safely.
- To contribute to the development of departmental resources.
- To lead on operational activities and ensure appropriate Health and Safety regulations are met.

MAIN DUTIES

To lead the technical team and manage production processes

- Lead the technical team in the day-to-day operational activities for the Laban Theatre and other performance spaces, from load in and fit up to technical/dress rehearsal, performance and out.
- Organise and lead production meetings, liaise with other departments to ensure clear and timely communication, including Programme Leaders, Costume, Creative Tech' Services, Brand & Comm's, Facilities and Customer Services.
- Liaise with visiting companies and external hires to ensure delivery of a professional service and that requirements are met.
- Provide advice and support for staff and students on the technical and health and safety requirements of their work, including individual tutorials, group seminars and workshops.
- Design, programme and operate stage and lighting for performance work.

- Translate creative ideas into practical solutions, ensuring feasibility of ideas within given budget and time constraints.

Manage, maintain and develop performance spaces

- Manage, maintain and develop the generic rig in each of the theatre spaces, including lighting, sound, audio visual and stage equipment.
- Ensure technical specifications, show files, patch, CAD drawings and other relevant documentation, are up to date and accurate.
- Maintain an overview of the joined theatre control networks in conjunction with the Sound/AV Technician, Senior Technician and support from the IT Department Network Manager; including Eos lighting, GreenGo Comms and Dante protocols.
- Troubleshoot operational problems calmly and efficiently and identify system development requirements.
- Ensure facilities and equipment are effectively maintained ready for use in accordance with agreed production schedules.

Support the Head of Production in managing the department

- Line manage the Sound and AV Technician and Production Graduate Intern(s).
- Supervise technical staff (inhouse and freelance) and ensure H&S procedures are adhered to.
- Assist with the planning and scheduling of technical staff, including engaging freelance staff to support the departments activities within budget constraints.
- Contribute to the planning and implementation of developments to the theatre spaces and advising on resource requirements.
- Engage in budget planning and procedures, including processing payments for freelance staff and purchasing of equipment, subject to approval by the Head of Production.
- Maintain and develop contacts with relevant industry networks and keep up to date with current industry practice.
- Recommend professional development opportunities which would benefit the production team.
- Ensure that professional standards for production processes are observed by all users.

Health and Safety / Operational responsibilities.

In collaboration with the Head of Production:

- Ensure the working methods employed by all users of performance spaces and equipment are safe and appropriate at all times, in accordance with TL policies and regulatory requirements.
- Lead on the installation and operation of technical equipment.

- Conduct and implement Risk Assessment and Method Statements for inhouse technical activities and ensure Health and Safety procedures are adhered to and updated as required.
- Ensure that Risk Assessment and Method Statements for all incoming work activities are compliant and in accordance with Trinity Laban policies and regulatory requirements.
- Allocate technical staff roles, ensuring that responsibilities and duties accord with their knowledge and skills.
- Provide training for technical staff in the installation and operation of electrical and mechanical equipment. Including rigging methods, power management and working at height.
- Support technical staff in their day-to-day duties and responsibilities and being mindful of their welfare.
- Provide technical instruction, advice and ongoing support for students, interns and teaching staff.
- Ensure the regular testing of technical equipment and maintain inspection records including PAT database, torque of fly system, LOLER and electrical certification.

THE POST HOLDER MUST:

- At all times be committed to Trinity Laban's Equality and Diversity Policy.
- Adhere to all policies and procedures relating to Health and Safety in the workplace.
- Promote the profile and image of the Department and the Conservatoire wherever possible.

CONSERVATOIRE VALUES

- All staff are expected to operate in line with Trinity Laban's Terms and Conditions for staff, which set out the principles of how we work together. More information about the Conservatoire's vision, mission and values is available at:
<https://www.trinitylaban.ac.uk/about-us/governance/our-vision>

Trinity Laban has a no smoking policy on its premises.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the Conservatoire.

TECHNICAL MANAGER PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education, Training, Qualifications, Experience	Degree qualification.	Desirable	Application
	Several years' experience in the theatre industry, scheduling and leading a technical team in production processes, including load in/out, fit-up, technical rehearsal and performance.	Essential	Application/ Test
	Thorough understanding of the creative processes of production including communicating with choreographers/artists to interpret needs and find solutions.	Essential	Interview
	Experience of design/relight design for Contemporary Dance/Musical Theatre /Opera.	Desirable	Application/
	Teaching or working in an educational environment, supporting students in producing performance work.	Desirable	Application/ Interview
Technical Knowledge and Skills	Ability to create, read and interpret technical drawings and specifications.	Essential	Interview
	Thorough working knowledge of current Health and Safety procedure and risk management (inc. LOLER, PUWER, COSHH and Working at height)	Essential	Application/ Interview
	Ability to create and read Risk Assessments and Method Statements, follow up on necessary.	Essential	Application/ Interview
	Extensive experience in the installation and operation of technical equipment and working at height.	Essential	Application/ Test
	Power and data network management; load balancing, addressing and patching fixtures.	Essential	Application/ Test
	Excellent understanding of lighting control systems and protocols, fully conversant with ETC Eos family consoles, including networked devices and programming languages.	Essential	Application/ Test
	Good understanding of sound and audio visual control, including QLab, Dante and GreenGo comms protocols	Desirable	Application
IT skills	Competent user of both MAC and PC operating systems, Microsoft Office and CAD packages such as VectorWorks or ACAD.	Essential	Application /Interview
	Managing databases for PAT and equipment inventory	Desirable	Application
Communication and administrative	Excellent planning, organisational and time management skills	Essential	Interview

skills			
	Maintain up to date information and communicate this effectively.	Essential	Interview
	Able to translate and communicate creative and technical ideas with a variety of personnel, including creative teams, technicians, students and teaching staff	Essential	Interview
	Lead individual tutorials and group seminars/workshops with students	Essential	Interview
Personal Qualities	Able to respond to pressured situations calmly and with diplomacy.	Essential	Interview
	Able to prioritise a demanding workload and meet strict deadlines, whilst being adaptable and flexible	Essential	Interview
	Self-motivating, using own initiative to meet agreed objectives	Essential	Interview
	Able to work flexible hours to meet the demands of theatre and production schedules	Essential	Interview
	Able to respond to pressured situations calmly and with diplomacy.	Essential	Interview
	Able to prioritise a demanding workload and meet strict deadlines, whilst being adaptable and flexible	Essential	Interview

Please note, that it will not be possible for the Conservatoire to issue a Certificate of Sponsorship for successful candidates as we are awaiting further information from UK Visas and Immigration. Applicants will therefore need to be eligible to work in the UK or have limited leave to remain in the UK and associated right to work for the duration of their employment with the Conservatoire, in accordance with the Immigration, Asylum and Nationality Act 2006.

CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

Contract:	Full-Time, Permanent, subject to a 6-month probationary period.
Hours:	35 hours per week, usually from 9.30am to 5.30pm Monday to Friday, (with a daily lunch break of one hour). Evening and weekend working will be required, for which time off in lieu will be given.
Location:	You will be based at the Faculty of Dance (Laban building, Creekside) but will also be required to work across all sites including Faculty of Music (King Charles Court, Old Royal collage and Laurie Grove /BHH.
Salary:	Trinity Laban Staff Salary Scale, Grade 6, Incremental Points 30 – 36 £41,254 – £48,418 p.a., inclusive of a London Weighting Allowance of £4,155 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.
Holidays:	25 days, in addition to Statutory, Bank and Public Holidays
Sick Pay:	Trinity Laban operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits in excess of this under Trinity Laban's own sick pay scheme.
Pension Scheme:	The successful candidate will be auto enrolled into the Universities Superannuation Scheme, if they meet the qualifying criteria. Employees contribute at the rate of 6.1% of their pensionable salary. The Conservatoire pays the Employers contribution currently at the rate of 14.5% of pensionable salary.
Staff Development:	A range of Staff Development opportunities are available.
Library:	The Laban Library & Archive (Faculty of Dance) and the Jerwood Library of the Performing Arts (Faculty of Music) are available for use.
Car Parking:	A limited number of parking spaces are available at the Laban Building, subject to availability.
Cafeteria:	Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.
Events:	There is a wide range of music and dance performances each week, many of which are free to members of staff.
Classes:	Reduced rates access to Adult Classes.
Eye Care:	Vouchers for eye tests are available for VDU users.
Health:	Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Health Department.
Cycle to Work:	A cycle to work scheme is operated.
Give as you earn:	A give as you earn scheme is operated.

INFORMATION ON TRINITY LABAN CONSERVATOIRE OF MUSIC AND DANCE

Trinity Laban Conservatoire of Music and Dance is the UK's only conservatoire of music and contemporary dance. The unequalled expertise and experience of its staff, and its world class facilities housed in landmark buildings, put Trinity Laban at the forefront of vocational training in music, musical theatre, and dance.

Our history goes back to 1872 with the founding of Trinity College of Music in London. Trinity College of Music merged with Laban (founded in 1946) in 2005 to create Trinity Laban, now home to a creative and cosmopolitan community of students, teachers and researchers from around the globe.

We have a reputation for innovation and forward-thinking and are focused on training students for life-long careers in our art forms. Each year we welcome over 1,000 students from over 60 countries to follow undergraduate, postgraduate and research programmes. Thousands more people enjoy music, dance and health activities as part of our lively performance and outreach programmes.

Our unrivalled roster of teaching staff includes respected academics, performers, composers and choreographers. Many of them are active researchers who push at the boundaries of their art forms and extend our understanding of artistic and educational practice. We also welcome leading visiting artists, ensembles and companies from around the world, so our students benefit from working directly with today's top performers.

We work together in a number of outstanding locations, including the 17th-century Old Royal Naval College at Greenwich (a World Heritage Site), the Stirling Prize-winning Laban Building in Deptford, and the magnificent Grade II listed Blackheath Halls. Our world-class facilities include state-of-the-art practice rooms and dance studios, flexible performance spaces and internationally famous libraries. Students also have access to the cultural wealth of London, and regularly perform at its leading venues.

To find out more, visit trinitylaban.ac.uk