



# Buildings and Technical Manager

Job Description  
Person Specification

September 2021

# Buildings and Technical Manager

## Swindon Theatres

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**HQ Theatres** is the UK's leading regional theatre specialist and part of Trafalgar Entertainment.

**Swindon Wyvern and Arts Centre** are two of 11 venues within the company's current portfolio of regional theatres and concert halls, with capacities ranging from a 200 seat arts centre to a 2,400 seated/standing theatre. HQ programmes more than 2,500 different shows attracting audiences of over 1.5 million.

The **Wyvern Theatre** (635 seats) and **Arts Centre** (224 seats) are exciting places to work. Both venues offer a mixed programme of concerts, comedy, dance, drama, musical theatre and local amateur productions. We also host a wide range of hospitality and dining events throughout the year and hire our spaces for conferences, private parties and weddings. We are extremely proud of our venues. Our teams enjoy working in an ever-changing environment with people who have true passion and dedication. If you're looking to work in unique surroundings and in a role that allows you to drive your interests and ambitions forward, we may have just the job for you!

- Employment type:** Full Time
- Salary:** c. £34,000 dependent on experience, ability and potential
- Hours:** 40 per week over 5 days out of 7, subject to variation to meet business requirements. Working hours will include evenings, weekends and Bank Holidays.
- Work location:** You will be based at the Wyvern Theatre and Swindon Arts Centre and may be required to travel to and work at other HQT&H venues. Approved travel expenses will be reimbursed.
- Purpose of the role:** The Building & Technical Manager leads the technical department and ensures that the theatres are operating to the highest standards including Health & Safety compliance, maintenance regimes and liaison with local and national theatre producers.
- Our ideal candidate:** An individual with good experience of technical theatre and health and safety who will inspire a team to first class standards and ensure buildings are operating effectively and efficiently.
- Closing date:** Mon 4 Oct 2021 12pm
- How to apply:** Please complete an Application Form available at [swindontheatres.co.uk](http://swindontheatres.co.uk) and submit with a covering letter to [laura@wyverntheatre.org.uk](mailto:laura@wyverntheatre.org.uk) with the subject title 'Technical and Buildings Manager'. Tell us why you think you are suited to this role, why it interests you and how we'll benefit from having you on board!

## REPORTING

You will report to the Theatre Director.

The posts you will line manage in this role include the Deputy Technical Manager, Theatre Technicians, Maintenance Technician and the casual Technical and Stage Door Team Members.

## KEY ACCOUNTABILITIES

- Manage the Deputy Technical Manager, Technicians, Stage Door and Maintenance staff – including providing them with a rota in a timely and efficient manner
- Act as Production Manager for the annual pantomime – liaising with the producer in advance and managing the get-in and production week
- Ensure the theatres are well-maintained with a pro-active planned maintenance regime (working with external contractors) and a high-speed response to emergency maintenance requirements
- Manage expenditure budgets in an efficient and organised manner ensuring that both personnel and equipment costs are controlled.
- Take lead responsibility for the management and implementation of the theatres' Health & Safety policy and procedures. Put together proposals for capital expenditure projects and, where expenditure is granted, manage said projects to ensure they do not exceed budgets
- Play a full and active role in the Senior Management Team of Swindon Theatres and the HQ Theatres & Hospitality Building & Technical Managers Forum

## TECHNICAL / PRODUCTIONS

With support from the Deputy Technical Manager

- Liaise with all incoming producers (local and national) to ensure that the technical requirements of the productions are known and planned for adequately and in a timely fashion.
- Rota technicians in a timely and efficient manner to ensure the technical requirements of the productions are met
- Ensure that all technical recharges, for either personnel or equipment costs, are recorded accurately and sent to the Theatre Administrator in a timely manner in order to be included on the production settlements.
- Ensure that all theatrical equipment is maintained and any equipment requiring replacement is reported to the Theatre Director and that a plan for such replacement is made.
- Ensure that all productions/producers are complying with in-house policies and procedures and that all risk assessments have been completed.

## HEALTH & SAFETY

With support from the Theatre Administrator

- Ensure that HQ Theatres' Health and Safety at Work policies and practices are fully implemented at all times, and to take lead responsibility for the development of best Health and Safety at Work practices
- Lead on Health & Safety issues at the theatres and chair the building Health & Safety Committee quarterly meetings.
- Participate in the Group H&S Committee meeting process including any required reports and the escalation of local safety matters to the group as required.
- Work with external auditors to support the quarterly safety audits and inspections and manage the H&S Action Plan ensuring that matters raised are dealt with promptly, proportionately and appropriately.
- With support from the group team, lead on the theatres' local Counter Terrorism and Security planning, training and assessment risks.

## HR / PERSONNEL

- Ensure that at all times sufficient technical and maintenance staff are recruited.
- Ensure that all timesheets relating to technical or maintenance staff are checked, authorised and passed to the Theatre Administrator in a timely manner to enable monthly payments to be made.
- Ensure that all HR records are kept up-to-date and that in-house systems are complied with.
- Conduct annual appraisals of all reporting staff and ensure that training and development plans are created and implemented.
- Ensure that all reporting staff are complying with in-house policies and procedures and that equipment is being used safely and appropriately.
- Hold regular departmental meetings to ensure information is disseminated and two-way communication is working effectively.

## BUILDINGS/MAINTENANCE

- Ensure that all equipment and plant are inspected, serviced and maintained to the highest possible standard, and compliant with the relevant regulations, and that maintenance records are up-to-date and available at all times. Ensure that all servicing and compliance records are up to date and uploaded to the group database in a timely manner.
- With support from the Group Facilities Manager and Group Operations Manager create, manage and review an Annual Maintenance Plan including the assessment of budgetary requirements.
- Manage maintenance budgets within set limits.
- Work with Swindon Borough Council Property Assets team over maintenance issues that are their responsibility or where they have shared responsibility.
- Identify and propose capital projects to improve the buildings and equipment.

- Where capital projects are agreed, manage projects to ensure they are achieved on time and within budget.

## OTHER DUTIES AND RESPONSIBILITIES

- Adherence to all Group and Theatre Health & Safety at Work procedures, to minimise the risk of injury and accidents, personal and to others.
- Other related duties and responsibilities as may from time to time be reasonably required by the Theatre Director.
- Wear protective clothing as issued, if applicable.
- Attend meetings as required.
- Undertake any relevant training and development that may be required and keep abreast of developments in his/her field of expertise.
- Carry out any other duties as required from time to time, taking into consideration the grade of the post and the capabilities of the post holder.

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

## PERSON SPECIFICATION

### Experience

- Two years' experience in technical theatre management or supervision.
- Leadership of a team of technicians.
- Knowledge of Health & Safety in theatres.
- Production management – eg. Running a technical schedule and/or technical rehearsals.
- Knowledge of building regulations/regimes such as evacuation procedures, business continuity planning etc.
- Strong organisational, time management and prioritisation abilities working effectively under pressure and the flexibility to adapt quickly to multiple demands.
- Flexibility in relation to duties and working hours which will include evenings and weekends.
- An interest in the arts and an enthusiasm for working in a socially engaged and culturally diverse environment is desirable.

### Skills

- Training in Health & Safety aspects of theatre.

- Very strong technical theatre skills.
- Excellent organisational and planning skills and the ability to delegate effectively to others.
- The ability to work calmly and effectively in a pressurised work environment.

## **Attitude**

- A strong customer service focus and a genuine desire to deliver an excellent experience, every time.
- A team player who leads from the front and by example.
- A 'can-do' attitude and a positive, flexible approach to the job role, work colleagues and peers.
- A presentable, professional and approachable manner which sets an example for others to follow.
- Willing to work flexible hours including evenings, weekends and Bank Holidays.
- A desire to undertake training, learning and development relevant to the job role.

## **Desirable**

- Train the Trainer qualification and/or experience of delivering effective in-house training.

## **Other Responsibilities**

- Dress in accordance with Company uniform policy and wear protective clothing where issued and instructed.
- Attend and, if required, note take meetings as required.