

## **HALF MOON YOUNG PEOPLE'S THEATRE JOB DESCRIPTION – TECHNICAL AND PRODUCTION MANAGER**

### **Reporting to – Administrative Director**

The Technical and Production Manager works collaboratively as part of a small core team and the post involves working in a very hands-on manner, where the small things are as important as the bigger and more challenging demands.

Specifically, the post holder, under guidance from the Administrative Director and Director, will:

- ensure the smooth operation of all public performances and creative learning projects within the building and liaise with visiting companies
- rig and operate sound, lighting and video equipment
- act as lighting designer as required
- provide technical support for all Half Moon projects, on and off site (both professional theatre and creative learning projects)
- make and/or source props, costumes and items of scenery, as well as other resources for the Creative Learning programme
- in collaboration with the Director, co-ordinate all technical and production aspects of in-house productions and the *Half Moon presents* touring portfolio, including creating technical specifications and liaising with touring venues
- in consultation with the Administrative Director be responsible for specific production, project, equipment and building maintenance budgets
- be responsible for the provision, control, maintenance and renewal of all technical and production equipment, including PAT testing, and creative learning resources
- develop a strategic overview of all technical resources pertaining to the company and the building
- hang the exhibitions in the theatre's gallery space, in collaboration with the Director
- be responsible for the planned and day-to-day maintenance of the building
- act as Health & Safety Manager and, in collaboration with the Administrative Director, implement the company's Health & Safety Policy
- act as Fire Marshall and carry out all relevant fire safety procedures and measures relating to the licensing of the building
- be an accredited First Aider
- maintain technical records and inventory of equipment
- manage and take part in the recruitment of other technical staff employed by Half Moon across the professional theatre and Creative Learning programmes
- liaise with the company's IT support company
- ensure the company vehicle is maintained in a safe and legal condition, including arranging MOT testing, tax, insurance and breakdown cover.

### **General Responsibilities (alongside all Half Moon staff):**

- Undertake administrative responsibilities associated with the fulfilment of the job description as required by the Administrative Director
- Keep abreast of current practice and developments in the arts, youth and education sectors
- Develop and maintain contacts in line with the company's aims, liaising closely with the community, local businesses, schools, colleges and other arts organisations, as appropriate.

## PERSON SPECIFICATION

### Essential

- At least two years' experience as a building-based technician
- Practical knowledge and understanding of lighting design
- Experience of plotting on ETC Eos family of consoles
- Good practical and demonstrable knowledge of QLab
- AV / video experience
- Full driving licence
- Experience of servicing visiting companies' technical requirements
- Ability to draft technical specifications
- Experience of producing and interpreting scaled drawings
- Ability to work at height
- Experience of writing risk assessments
- Rigging experience
- IT skills in CAD/Word/Excel/Access/photo, sound and film editing
- Strong oral and written communication skills
- Ability to be hands on
- Working successfully as part of a team.

### Desirable

- Experience of touring
- Experience of production management
- Experience of scenery building
- Experience of budgetary control
- Experience of working with young people, vulnerable adults and the general public
- Health & Safety training
- PAT testing
- First Aid Certificate
- General building maintenance experience.

<b>Start date:</b>	November 2021
<b>Salary:</b>	£32,000 per annum, plus pension contribution
<b>Holidays:</b>	25 days per annum
<b>Hours:</b>	40 hours per week, with very occasional travel away from London. The post holder will work flexible hours in line with the theatre's opening hours (in practical terms this a five-day week with approx. half the year Tues-Sat, the other half Mon-Fri. Mostly daytime, with a few evenings during the year). Half Moon operates a TOIL system.
<b>Probation:</b>	2 months from first day of appointment
<b>Notice Period:</b>	3 months
<b>Terms:</b>	As this post involves working with/contact with young people, employment is subject to the company's procedures and policies with regards obtaining enhanced disclosure status (DBS). Half Moon's Employment Code of Practice with Regards the DBS Procedures (incorporating Half Moon's Policy Statement on the Recruitment of Ex-Offenders) is available on request.