



Position: Technical Operations Manager

Responsible to: Artistic Director

Salary: £18,000 - £21,500 pro rata per annum, dependant on experience.

Contract: Permanent

Hours: 35hrs a week flexible, includes evenings and weekends according to the needs of the service.

## **1. Objectives and responsibilities:**

- 1.1 To be responsible for overseeing the technical management of the buildings.
- 1.2 To support the Venue Manager with estate management and to be responsible for maintenance contracts for the buildings and facilities at Pavilions Teignmouth.
- 1.3 To manage the health and safety compliance throughout the organisation.
- 1.4 To Duty Manage the venue when required.

## **2. Duties**

- 2.1 To be responsible for overseeing the technical management of the buildings.
  - Coordinate and technically run performances and events e.g. live productions, lectures, live streamed and film screenings to a very high standard to ensure maximum enjoyment for audiences and participants.
  - Rigging and setting of lighting, setting up of sound equipment, co-ordinating and managing organising get-ins and get-outs in conjunction with the Artistic Director.
  - Respond to the technical needs of visiting companies to adapt their requirements to the available facilities.
  - Undertake routine maintenance of the technical equipment including portable appliance testing.
  - Maintain an inventory for all of the Theatres technical assets including equipment and consumables.
  - Work with the Artistic Director to develop a long term plan to accommodate and upgrade the technical infrastructure.
  - Ensure that all backstage areas of the Venue are maintained as clean and safe areas.
  - Ensure that all equipment is fit for purpose, correctly stored, maintained and documented.



- Ensure that all equipment is used safely and appropriately
- Ensure satellite connections are viable and maintained and tests carried out prior to live stream events.
- To source/ create trailer for live productions visiting the Pavilions.
- To maximise the use of the AV equipment, including editing and maintaining a record of events.
- Ensure that all KDM's and DCP'S are received well in advance of the screening dates
- Complete and provide film returns to distributors after the screening date
- To manage and promote use of media equipment

2.2 To support the Venue Manager with estate management and to be responsible for maintenance contracts for the buildings and facilities at Pavilions Teignmouth.

- Regularly review and manage maintenance contracts for the building's facilities and liaise with external contractors. This includes phones, lifts, gas heaters, alarms, etc.
- Work with the Centre Manager to devise and develop an appropriate ICT strategy
- Support any capital works.
- Coordinate the fixed wiring management.
- To be a keyholder.
- Contribute to promoting environmentally friendly initiatives across the organisation.

2.3 To manage health and safety compliance throughout the organisation

- To ensure the safety, inspection, efficient maintenance and repair programme of all plant and equipment, including annual portable appliance testing.
- To ensure users are fully compliant health and safety legislation and are competent in the use of our equipment.
- To ensure risk assessments across the organisation are undertaken as appropriate.
- To ensure all public areas are safe and disability access is in working order.

2.4 Finance and staffing

- Oversee the hiring out of equipment, ensuring that appropriate administrative systems are in place.
- Manage any budgets allocated to the technical department.



- Recruit and manage volunteers and casual staff
- Schedule staff and keep accurate records of hours worked.
- Ensure adequate cover is provided for holiday periods.
- Assess any the training requirements, of any staff of users.
- Provide training and support as appropriate.

The list of duties above is not exhaustive and the post holder may be required to undertake other duties as may reasonably be required from time to time.

**Technical Operations Manager  
Person Specification**

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
Knowledge and Skills	<ul style="list-style-type: none"> <li>• Experienced lighting and sound technician</li> <li>• Computer literate</li> <li>• Experience of working at heights</li> </ul>	<ul style="list-style-type: none"> <li>• Digital film projection</li> <li>• Budget management</li> <li>• A knowledge of computer systems</li> <li>• Working at height certification</li> <li>• Driving Licence</li> <li>• PAT testing experience</li> <li>• Experience of media editing and film projects.</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• Team working in an arts environment.</li> <li>• Experience in dealing with touring companies and their requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of dealing with external contractors</li> <li>• Facilities Management</li> <li>• H&amp;S management</li> <li>• Estate management</li> </ul>



Personal Qualities	<ul style="list-style-type: none"><li>• Practically minded with hands-on approach</li><li>• Helpful manner and flexible</li><li>• Physically able to lift heavy objects</li><li>• Desire for personal growth</li></ul>	<ul style="list-style-type: none"><li>• Initiative and need for personal and business development.</li></ul>
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