

Deputy Technical Manager – Role Specification

Responsible to: Technical Manager.

Hours: This is a full time role (up to 40 hours per week April to October, 35 hours per week November to March). There could be flexibility in the hours particularly in the winter months for someone to have extended unpaid leave, but we are looking for someone who can do at least 30 hours per week from 1st March to 31st October. This will include evening and weekend work.

Rate of Pay: To be discussed at interview.

Purpose of Job:

To support the Technical Manager in ensuring exceptional delivery of all technical aspects of performances and ensure high standards of quality for our visiting companies and audience members.

To deputise for the Technical Manager ensuring that the technical team are working effectively to support the programme and ensuring that health and safety and risk assessments are adhered to.

To understand how all of the technical systems at the Minack work in order to oversee all technical aspects of performances and provide support to visiting companies during their run.

Lighting & Sound

- Ensure the lighting, sound, and show communications systems are working correctly for the performances.
- Set up additional lighting and sound equipment for performances if required.
- Provide lighting and sound for one off events if necessary.
- Support and assist the visiting company technicians with any lighting or sound issues.
- Deal with technical issues and liaise with the Duty Manager in any situation where an issue is not resolvable and this will have a detrimental impact on the performance.
- Ensure the technical aspects of the performance adhere to any requirements in the Production Risk Assessment form for that production.
- To carry out maintenance of equipment during closed season Oct to March including PAT testing.

Other

- Be responsible for the Health & Safety of shows whilst on duty, including checking that submitted risk assessments are adhered to.
- Support the Duty Manager and Front of House Supervisor in dealing with any unforeseen issues during performances.
- Assist with front of house when required.
- To PAT test office and catering equipment during closed season and as required.

- To support Stage Management on a variety of productions as required.
- To give support to the maintenance department in work around the site.
- To lead on our technical academy teaching up to 5 young people the principles of lighting and sound.

Experience Required

- A demonstrable understanding of theatre technical equipment including, but not limited to, digital lighting and sound desks, amplifiers and stage communication systems.
- At least two years of experience working in a performing arts venue.
- Management of sound in a theatre environment to ensure the audience have the best possible experience. It would be desirable, but not essential for you to have worked on open air shows in the past.
- Experience of undertaking risk assessments.
- Experience of working with creative and performing teams in a technical role.
- Ability to work as part of a team and with a wider range of people including members of the public.
- Ability to work on own, using own initiative.

Desirable Experience

- Understanding of stage management.
- Demonstrably good IT knowledge.
- Understanding of building maintenance, fire alarm testing.
- Electrical qualifications

You may be required to carry out additional roles at the request of the Technical Manager or Duty Manager.

In addition, as with all roles at the Minack, you must be conversant with the Minack's Health & Safety, Safeguarding and Evacuation Policies.