

## **Technical Manager Job Description (fixed term)**

### **About Oldham Coliseum Theatre**

Oldham Coliseum Theatre provides distinctive and high-quality theatre performance and participatory activities, inspiring individuals and communities and making meaningful contributions to social and cultural regeneration in Oldham, Greater Manchester and nationally. Fostering a culture of aspiration, the theatre delivers a wide range of life-changing cultural experience, emphasising and promoting collaboration, sustainability and community cohesion.

Following the closure of the original building on Fairbottom Street on 31 March 2023, Oldham Coliseum Theatre is currently focused on delivering a cultural programme across the borough and working with Oldham Council on their plans for a new theatre opening in 2026.

The new building will be part of Oldham's Cultural Quarter and will provide a more modern, accessible venue for performers, participants in our engagement programme and audiences from Oldham and beyond.

### **Purpose**

The Technical Manager will support the build and run of Roundabout, a 167-seater pop-up theatre that will host an artistic programme - including a variety of live events - from April until mid-July 2024. Focusing on work made in Oldham, the Coliseum at the Roundabout will bring relevant and entertaining stories for the whole family to enjoy.

You will be responsible for all technical aspects of Roundabout throughout the run, including ensuring that the venue is adequately staffed through the recruitment and rota-ing of all casual technical staff. This role includes carrying out some of the Duty Technician calls and also holds overall responsibility for Health and Safety at the venue.

### **How to apply**

If you're interested in this opportunity, we'd love to hear from you. Please send the following to [info@coliseum.org.uk](mailto:info@coliseum.org.uk)

- An up-to-date copy of your CV
- One side of A4 paper or a 3-minute video, which explains your interest in the role and how you meet the requirements of the person specification
- The names and contact details of two referees whom we can contact should you be successful
- A completed equal opportunities monitoring form: <https://forms.gle/YW2Ft6cd2pnay942A>

Deadline for completed applications: Sunday 24 March 11:59pm

If you need support or reasonable adjustments with this process, or have any questions, please email [info@coliseum.org.uk](mailto:info@coliseum.org.uk).

We want to create a community where everyone feels valued regardless of their background, identity, or circumstances. We are committed to equality and diversity within our workforce and particularly encourage those from under-represented backgrounds to apply.

## **Job description**

**Responsible to:** Producer (Roundabout)

**Responsible for:** Duty Technician (fixed term), stage managers/technical operators (casual)

**Works closely with:** Production Manager (Paines Plough), FOH/ Duty Managers (casual), FOH assistants/ ushers (casual), visiting company personnel

## **Main Duties and Responsibilities:**

### **Management and Oversight**

- Support the Production Manager in the de-installation and closure of the site, including all management of storage, inventory, and associated tasks
- Alongside the Production Manager, assist in the setting up of show systems including but not limited to LX and Sound
- Work with the General Manager to create and implement policies and plans for the venue and to ensure they are compliant, clearly communicated and fit for purpose
- Oversee the training of freelance and casual technical staff including inducting them in venue Health and Safety (H&S) policies
- Manage the rota for casual technical staff, managing their workloads, ensuring protocols are complied with
- Plan the deployment of staff resources across the season, ensuring that resource issues are identified and addressed in good time
- Work closely with the Producer to ensure programmes are scheduled within agreed parameters and make best use of resources
- Manage and strictly control the department budget, abiding by the company's financial systems
- Oversee site maintenance

### **Production and Events**

- Support incoming companies to realise their artistic visions within budget, time limit and safety parameters including supporting freelance production managers in the fit-up and get-out of productions as required.
- Manage the H&S of all fit ups with in the venue and ensure H&S compliance for all get in and get outs
- Act as production manager on specific projects as agreed with the Producer
- Assist in the day-to-day management and operation of the venue, including undertaking any duties associated with the role of Duty Technician where applicable and supporting where necessary in the liaison and operation of shows.
- Support the Front of House team with provision for access patrons.

### **Health and Safety, Licensing and Compliance**

- Ensure all work is safe and complies with current entertainment, licensing, fire, Health and Safety legislation and, with support from the Producer, take overall responsibility for risk assessments
- Support the General Manager to develop and update the theatre's Health and Safety Policy, and ensure that all venue staff and company members are trained in and comply with emergency and safety procedures
- To work with visiting companies to ensure that all shows are designed in accordance with the ABTT Technical Standards for Places of Entertainment
- To collect all PPL PRS information, completing annual returns and making interpolated music applications as required.
- Apply for smoking and other production – specific licences from the local council.
- To oversee the inspection of rigging and lifting equipment in accordance with LOLER regulations.

## **Other**

- Represent the Coliseum at relevant meetings and events
- Actively participate in training events as appropriate
- Maintain the confidentiality of all affairs of the Coliseum that should properly remain confidential
- Be an effective representative of the Coliseum in all situations, demonstrating the highest level of customer care and promoting the theatre's work and charitable objectives
- Work in the best interests of the Coliseum and in accordance with company policies such as but not limited to equal opportunities, Health and Safety, safeguarding and IT
- To carry out any other reasonable duties as determined by the Producer

## **Experience**

We're looking for an excellent, self-motivated person to support the company's work and vision. The Coliseum has plans to once again be a busy producing theatre; we are currently a small team with high expectations.

## **Essential**

- A good all-round knowledge of technical theatre and stagecraft
- Significant Technical and/ or Production Management experience
- Ability to read lighting plans and ground plans
- Knowledge of and experience of current rigging and working at height practices
- Experience of workshop tools and machinery
- Experience of programming and / or operating ETC EOS lighting desks
- Experience of working with Yamaha Digital sound desks, Qlab and Dante control networks
- Knowledge of appropriate Health & Safety rules, regulations and guidelines
- Proven people management skills, ability to build and lead a team of freelance and staff technicians
- Collaborative skills with proven ability and experience of working with creative teams
- Excellent communication skills and interpersonal skills with people at all levels
- Experience of setting and adhering to deadlines and production timelines.
- Excellent attention to detail, planning and organisational skills
- Excellent numerical and budget management skills
- Self-starting, motivated, enthusiastic and calm under pressure
- An understanding of equal opportunity and cultural diversity issues in the delivery of our services

## **Desirable**

- Experience of using CAD Software (Autocad or Vectorworks).
- Experience of PAT testing and other maintenance for theatre stock
- First Aid qualification
- City & Guilds electrical qualification to CG2365 and 2377 or proof of competency to BS7671 or equivalent

## **Terms and conditions**

Salary:	£35,000 pro rata
Hours:	Full time (37.5 hours per week)
Holidays:	30 days pro rata inclusive of bank holidays
Start date:	April 2024
Duration:	Fixed term
Probation:	Four weeks
Location:	Oldham, Greater Manchester; some remote work