

North East Theatre Trust Ltd - Job Description

Job Title:	Technical Manager Creative Programme Team
Salary Band:	2
Job Purpose:	To manage the organisation's technical and digital activities of Live Theatre produced, presented and participatory – at home and on tour.
Line Manager:	Artistic Director
Responsible for:	Technicians Freelance technical personnel

Key Responsibilities:

1	To manage the facilitation and implementation of all technical aspects of Live Theatre's programme, including events & hires, and the hiring of relevant technical personnel.
2	To manage and develop the technical infrastructure of Live Theatre with a responsibility to maximize the opportunities afforded by digital innovation.
3	To build and maintain positive working relationships with: <ul style="list-style-type: none"> • all colleagues in Live Theatre, • individuals, artists, partners and organisations in the wider creative, cultural, public, private and charitable sectors locally, nationally and internationally.
4	To ensure that: <ul style="list-style-type: none"> • all staff reporting to you are trained and equipped to fulfill their responsibilities, including the use of all of Live Theatre's core ICT programmes • this post holder takes personal responsibility for their own continuous professional development, learning and training on an annual basis.

Duties: Duties associated with each key responsibility:

1	a) To be responsible for the planning and management of all technical aspects of Live Theatre's creative programme. b) To be responsible for the management of all technical aspects of events & hires.
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	<ul style="list-style-type: none"> c) To contribute to the creation and maintenance of the elements of financial budgets that relate to digital distribution and infrastructure. d) To be responsible for management and maintenance of organisation's technical equipment, ensuring it complies with relevant Electrical and Health and Safety Standards. e) To be responsible for carrying out regular stock checks on technical equipment and monitor usage, in order to develop appropriate maintenance plans and new equipment requirements. f) To ensure that all stage and technical facilities are prepared for use, in accordance with contractual requirements and visiting company specifications. g) To advise in the development of technical aspects for Live Theatre's creative output.
2	<ul style="list-style-type: none"> a) To manage and develop digital & technical infrastructure & innovation in the company. b) To collaborate with internal and external team and companies to maintain and grow the digital distribution of all of Live Theatre's output. c) To be responsible for making a contribution to the technical aspects of all capital or social enterprise projects of Live Theatre
3	<ul style="list-style-type: none"> a) To work with internal colleagues and external partners on joint projects e.g. tours and co productions, to build and maintain positive relationships that lead to the organisation delivering programmes of high quality, critically acclaimed work. b) To keep abreast of national and international trends and best practice in technical and digital production techniques and systems c) To establish, maintain and develop contacts with visiting companies and venue users to assess their technical requirements, offering advice and support where necessary, ensuring any appropriate charges are outlined.
4	<ul style="list-style-type: none"> a) Identify a set of annual strategic objectives for your area of responsibility and obtain approval for their implementation from the Directorate in advance of the start of the fiscal year. b) Develop an implementation plan to ensure that these objectives are achieved. c) Allocate parts of the plan to members of your team and delegating the implementation as appropriate. d) Monitor and check regularly with colleagues to ensure progress against objectives. e) Take appropriate timely corrective action to ensure that barriers to the implementation of the objectives are overcome. f) Prepare quarterly summary reports to update the Directorate and Board as required. g) Maintain and seek approval for up to date job descriptions for all staff you are responsible for. h) Assist with recruitment to fill agreed vacancies, including interviewing prospective candidates. i) Manage staff through daily direction, guidance and supervision including 121 meetings at least quarterly to ensure tasks are

	<p>completed satisfactorily, and to take immediate action to ensure correction if necessary</p> <p>j) Carry out annual appraisals with each member of staff in your team identifying their training and development needs to assist/lead their progress.</p> <p>k) Create a productive and empowering working environment that enables staff to perform at their highest potential.</p> <p>l) Ensure this post holder takes personal responsibility for their own continuous professional development, learning and training on an annual basis.</p>
	<p>Other duties</p> <p>a) To observe the company's Health and Safety policy and to co-operate with the company to enable compliance with any duty imposed on it by law.</p> <p>b) To ensure equality, inclusion and diversity are at the core of your working practices.</p> <p>c) To contribute towards the company's environmental strategies, ensuring sustainability goals are reflected in all aspects of the company's work.</p> <p>d) To undertake other tasks and duties as may reasonably be requested by the Directorate or the Board.</p> <p>e) To communicate with other Live Theatre staff to ensure that accurate, up-to-date and timely information is passed to staff and customers</p> <p>f) To work with Live Theatre's Marketing and Communications team to harness web based communication channels that promote Live Theatre and its work positively</p>