

# RIVERSIDE STUDIOS

## JOB DESCRIPTION

<b>Position:</b>	<b>Technical Manager</b>
<b>Responsible to:</b>	<b>Operations Director</b>
<b>Job Type:</b>	<b>40 hours per week but will vary depending on shows and demand, permanent, full-time</b>
<b>Applications to:</b>	<a href="mailto:careers@riversidestudios.co.uk">careers@riversidestudios.co.uk</a> <b>Closing Date is 5pm on Friday 22 July 2022</b>

## Riverside Studios Background

Riverside Trust believes in the power of creativity to bring people together, unlock potential, and spark positive change in the world.

Our currency is the arts and creative expression. We are clear, focussed and single-minded in our mission to make the world a better place, starting with our local community. We present an artistic programme and operate an arts centre that is inclusive and accessible.

We care passionately about the visitor experience encountered by each and every member of our audience and aim to ensure that our staff match the quality of our presentations. We will provide a proactive, friendly and professional welcome to all visitors to the venue, and a high standard of consistency will be our benchmark. We are committed to:

- Ensuring that our visitors always have the best experience
- Ensuring the safety and comfort of all our visitors
- Sharing our enthusiasm and passion for Riverside Studios and its activities
- Supporting and strengthening the new building and its facilities with staff and endeavouring to create positive experiences for all members of the public, partners, trustees and contractors.

There are a number of different spaces within the building that will be capable of delivering shows, events and presentations, all of which will be used to house Riverside productions alongside external hire events, corporate, artistic or otherwise. No day will be the same and we require a Technical Manager to provide high quality technical support (including lighting, sound, stage management) and maintenance for all Riverside projects and for Riverside Studios itself, ensuring the highest levels of service to visiting artists and other venue users, and using safe working procedures at all times. It will be a challenging, busy and exciting place to work.

## Duties and Responsibilities

- Provide appropriate technical advice to visiting companies, artists and in-house productions from get-in to get-out. This includes organising the loading/unloading, set construction, rigging and operation of lighting, sound (including live sound as appropriate) and digital media.
- To liaise and negotiate with visiting companies and clients both before, during and post event to ensure the smooth running and budgetary control of all technical aspects of productions and events.

- To liaise effectively and professionally with other Riverside departments, maintaining a positive and proactive approach at all times.
- To be responsible for the electrical, sound, stage, seating units, and other performance installations in Riverside Studios, and its surroundings.
- To arrange and log all yearly testing including, but not exclusive to, LOLER, PAT and EICR and seating unit inspection.
- To maintain, and have a current register of, all rigging and rigging equipment.
- To advise, maintain and contribute to the professionalism of the digital cinema presentation in Screens 1 and 2.
- Technical duties as required by in-house and visiting companies.
- First line maintenance of all portable electrical equipment, updating the asset register as necessary.
- To work with the Venue & Facilities Manager with building repair and maintenance when required.
- To work with the IT Manager for networking, wifi and bandwidth requests from visiting clients, when required.
- Liaising with the IT Manager on the building electrical asset register.
- To support the Operations Director ensuring all Riverside Studios tenants are fully serviced, including negotiation of use of the shared spaces.
- At all times to be responsible for safe working practices of self and others within Riverside Studios, including good order, safe operation and cleanliness of all backstage areas.
- Work in partnership with other Riverside team members, to ensure visitors have the best possible experience of Riverside.
- Manage all aspects of training and induction of technical staff, taking the lead on appropriate training issues as required.
- Ensure regular stock checks and levels of consumables and supplies.
- Identify and advise the Operations Director on potential facility and equipment improvements to enhance Riverside Studios technical capabilities.
- Line management of all technical staff.
- Undertake training and professional development opportunities in line with personal training plan and the needs of Riverside.
- Be aware of, undertake and implement compliance with Riverside's policies and procedures.
- Any other duties as may be required appropriate to the role and grade of the post.

## **Person Specification**

### **Essential**

- Ability to prioritise, organise own workload and work effectively in a busy and demanding environment.
- Excellent communication and interpersonal skills with a range of people and environments
- Good working knowledge of ETC systems
- Understanding and working knowledge of Yamaha mixing consoles and DANTE
- Ability to work unsociable hours, including weekends
- Knowledge of current Health & Safety, and its compliance in the operation of a public building
- Knowledge of licensing, employment law and the Disability Act
- Ability to remain calm under pressure
- Attention to detail
- Excellent time keeping skills
- Reliable and flexible
- Ability to demonstrate initiative
- An excellent team player

### *Experience:*

- 2 years+ experience of running a technical department within a theatre or similar arts/environment
- Experience of managing/supervising the work of others

**Desirable**

- Good IT skills
- Able to start within 1 month of job offer
- Good knowledge of running digital cinema presentation
- Working knowledge of IT infrastructure and networking
- Willing to train/have tickets in IPAF 3A & 3B and Forklift driving

**Terms and Conditions**

- Salary:** Competitive salary circa £35,000 per annum based on the successful candidate’s experience
- Contract Type:** Permanent, full-time
- Probation:** 3 months
- Hours:** 40 hours per week including one-hour lunch breaks. The post holder will be required to work flexibly with regular evening and weekend work.
- Annual Leave:** The annual leave entitlement is 25 days plus statutory holidays.
- Pension Scheme:** Riverside Studios operates a pension scheme as per the Pension Act 2008 to which the employer and employee both contribute.
- Equal Opportunities:** Riverside Trust supports the principle of equal opportunity in employment and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, gender, marital status, disability, age, sexual orientation, or religious or political beliefs. To avoid discriminatory practice during the recruitment of new employees, selection for interview is based entirely on job related criteria. Riverside Studios complies with Equal Opportunities, Health & Safety, Personnel and other policies at all times.
- Confidentiality:** To keep confidential the internal workings of the Trust.

Riverside Studios encourages attendance of performances with a discretionary allocation of complementary tickets to employees, subject to availability and within a fair usage policy.

Food and drink discounts at all bars and food outlets within the building.

**How to Apply**

If you wish to apply for the position please provide the following:

- A comprehensive CV
- A covering letter (maximum two A4 sides) describing your suitability for the position and specifically how your past experience matches the job description and person specification
- A completed equal opportunity form

Applicants should provide contact details for two references, but we will seek your permission before making direct contact with any referees. All offers of employment will be subject to the receipt of two satisfactory references. All applicants must be eligible to work within the UK.

Please submit your application by email with ‘TECHNICAL MANAGER’ in the subject line to [careers@riversidestudios.co.uk](mailto:careers@riversidestudios.co.uk)

<b>Closing Date</b>	<b>Friday 22 July 2022 at 5pm</b>
<b>Interviews</b>	interviews w/c Monday 25 July but rolling interviews before then.
<b>Start Date</b>	As soon as possible