



The ADC Theatre is a department of the University of Cambridge. The Theatre's aim is to provide a well-equipped and safe environment in which all building users can enjoy, learn about and become involved in different aspects of theatre. The Theatre is primarily student focused, with the majority of its activity centred around the University terms. The Theatre is run by a small management team, overseen by the Executive Committee. The ADC Theatre also manages the Corpus Playroom and runs a large scale external ticketing service.

Job Title: Technical Manager

Responsible To: Theatre Manager

Main Purpose:

To provide a well-equipped and safe environment in which all building users can enjoy, learn about and become involved in different aspects of theatre, specifically technical theatre. The Technical Manager oversees the technical operations of the ADC Theatre and contributes to general administration. In line with the ADC Theatre's aims, this role provides an opportunity for the holder to gain experience in the management of a venue and to learn about all aspects of theatre operation.

Key Responsibilities:

Theatre Administration

- Works with the Theatre Manager and Management team to support the day-to-day operation of the ADC Theatre and Corpus Playroom, including the Bar, Box Office, sundries sales, equipment hire business, and general administration;
- Provides assistance to all productions hiring the Theatre, this will occasionally include assisting companies on stage during get-ins and get-outs;
- Ensures that safe working practices are followed throughout the Theatre with reference to the Theatre's Health and Safety policy;
- Works to ensure the continued success of the ADC Theatre, including input into strategic decisions;
- Maintains high standards of tidiness throughout the Theatre;
- Carries out other tasks as required, in line with the overall purpose of the post and the nature of the Theatre.

Duty Management

- Acts as Duty Manager one evenings a week;
 - Responsible for the Theatre for the evening including audience management, bar, box office, and customer service;
 - Once a month (on average) overseeing the get-out and end-of-run party;
 - Holding overall responsibility for backstage operations and fire safety.

Health & Safety

- Ensures a safe working environment in the Theatre for all users and members of the public;
 - Being fully conversant with all relevant regulations for the theatre promulgated by government, local authorities, trading standards, fire authorities, the University of Cambridge and any other appropriate bodies;
 - Undertaking regular inspection and routine maintenance of the Theatre's equipment and installation and ensuring it complies with all relevant regulations;
 - Keeping detailed records of safety checks on all equipment;

- Keeping Health and Safety Policy up-to-date, accessible, and relevant to current industry standards and legislation;

Production Interaction and Support

- Provides training and guidance to Theatre users in stagecraft skills, (e.g. carpentry, flying, rigging, lighting and sound);
- Working with the Production Manager to oversee production health and safety;
 - Receiving and approving risk assessments and production plans;
 - Signing off the stage before technical rehearsals;
- Provides guidance and support for incoming productions;
 - Consulting on plans;
 - Advising on Theatre procedures;
 - Working directly on productions when required.

ADC Theatre Environment and Maintenance

- Provides a well-equipped and high-quality environment for Theatre users;
 - Inspecting and maintaining theatrical equipment and installation;
- Ensures that the fabric of the building is maintained to a high standard;
 - Undertaking or arranging repairs where necessary;
 - Liaising with the Estate Management and Facilities Management ;
 - Ensuring that technical areas of the Theatre are kept in good order.
- Manages the Theatre's annual maintenance week, 'Camp ADC';
 - Planning projects to be undertaken;
 - Arranging participants from the Theatre community and alumni.
- Develops and implements improvements to Theatre services and the fabric of the building.

Sundries and Procurement

- Manages the Theatre's Sundries sales business;
 - Deciding on appropriate stock, and stock levels;
 - Control of stock and ordering necessary stock;
 - Maintaining and improving purchasing contracts, and setting margins appropriately;
- Takes the lead in procurement of theatrical equipment and supplies;
 - Maintains relationships with suppliers;
 - Compiles quotes, and advises on capital expenditure.

Hire Business

- Manages the Theatre's equipment hire business;
 - Maintaining and improving the Theatre's hire packs;
 - Receiving hire orders and liaising with the Production Manager and companies hiring the Theatre to track the availability of equipment;
 - Preparing hire orders and raising invoices for hires;
 - Ensuring that equipment is returned and deciding on any necessary charges for damage, loss or inconvenience.

Notes:

The Technical Manager should bear in mind that the primary function of the ADC Theatre is to provide opportunities for student users of the Theatre to learn. The more adventurous users may wish to experiment with unconventional approaches and this should be encouraged, provided that safety is not endangered, the fabric of the building is not affected, and the approach will not adversely damage the Theatre's reputation or standing.

The Technical Manager is required to assist the users of the Theatre, but it is expected that much organisation will be carried out by volunteers. The Technical Manager should not concentrate on any one production.

Person Specification:

Essential:

- Appreciates the unique nature of the ADC Theatre's student-centric but professional operation;
- Excellent organisational skills with a high level of attention to detail and ability to effectively work on multiple projects concurrently;
- A fast learner who is able to pick up new skills quickly and use initiative;
- Dedication to the role, with a hardworking and can-do attitude;
- Personable, enthusiastic and with a desire to work effectively within the small dedicated, creative team;
- Ability to communicate effectively with, and support incoming productions in a friendly and creative manner, as well as to maintain good relationships with the public;
- Working knowledge of theatrical equipment;
- Ability to carry out technical work and stagecraft training/supervision to a high standard (e.g. carpentry, flying, rigging, lighting and sound);
- Knowledgeable interest in and empathy for the arts;
- Excellent written and verbal communication skills (including an excellent standard of spoken and written English);
- Excellent ICT skills.

Desirable:

- Experience of technical work at the ADC Theatre;
- Experience using the ETC Eos lighting console, Yamaha CL sound desk and QLab;
- Experience of front of house work, including bar, Box Office and audience management.

Main Terms and Conditions:

Salary: c. £22,659 pa

Hours: Office hours are 11:00 – 19:00; the rota allows for 4 days off every two weeks, with a requirement to work some weekends. Weekly Duty Management shifts finish ~03:30 and once a month ~08:00, and the nature of the role means that significant extra work may be required, especially during University Term.

Holiday: Holiday entitlement is 36 days per year. This holiday entitlement includes Public Holidays, but work on Public Holidays may be required, for which time off in lieu is given.

Term: September 2019 – August 2020