



The ADC Theatre is a department of the University of Cambridge and is the oldest University playhouse in the country. The ADC Theatre is the centre of University drama in Cambridge, run almost entirely by students with no Faculty involvement. 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, while presenting professional standard productions. 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. The ADC Theatre has helped to launch the careers of many theatre luminaries, including Sir Ian McKellen, Rachel Weisz and Emma Thompson.

**Job Title:** Technical Manager

**Responsible To:** Manager of the ADC Theatre

**Working Pattern:** Full-time (from 29 April 2024)

**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 and maintenance 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 hires, 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 evening a week;
  - Responsible for the Theatre for the evening including audience management, bar, box office, and customer service;
  - Provides technical support to productions;
  - Provides First Aid if necessary;
  - Once a month (on average) overseeing the get-out and end-of-run party;
  - Holding responsibility for backstage operations and fire safety whilst on duty.

## Health & Safety

- Ensures a safe working environment in the Theatre for all users and members of the public;
  - Being 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, including ABTT Technical Standards;
  - Undertaking regular inspection and routine maintenance of the Theatre's equipment and installation at the ADC Theatre and Corpus Playroom alongside the Maintenance Technician, and ensuring it complies with all relevant regulations;
  - Keeping detailed records of safety checks on all equipment;
  - Organising external maintenance and inspections through the University's Estates management service, or directly with contractors;
  - Ensuring policy and procedures are up-to-date and adhered to;
- Holds the positions of Departmental Safety Officer and Fire Safety Manager;
  - Reviews accident reports;
  - Liaising with the University Fire Safety Office and Health and Safety Department;
  - Organises and attends routine meetings of the theatre's Health and Safety Executive Sub-committee;

## 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 at the ADC Theatre and Corpus Playroom alongside the Maintenance Technician;
- Ensures that the fabric of the ADC Theatre and Corpus Playroom, and non-theatrical systems within it, are maintained to a high standard;
  - Undertaking or arranging repairs where necessary;
  - Liaising with the University's Estates Management;
  - Liaising with the Maintenance Technician to ensure that technical areas of the Theatre are kept in good order.
- Manages the Theatre's annual maintenance week, 'ADC Camp';
  - Planning projects to be undertaken and seeking approval from the Executive Committee;
  - Arranging participants from the Theatre community and alumni;
  - Planning the week and overseeing each day;
  - Assigning volunteers to projects;
  - Manages the budget and procurement in the run-up to, and during, 'ADC Camp';
- Develops and implements improvements to Theatre services and the fabric of the building;
- Liaises with the IT volunteers to maintain the Theatre's IT and production systems and infrastructure.

## **Sundries and Procurement**

- Manages the Theatre's Sundries sales business;
  - 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 in line with the University's financial and procurement regulations;
- Manages the Theatre's maintenance and capital expenditure budgets and reports spending to the Operations Manager and Theatre Manager;

## **Hire Business**

- Manages the hire of the Theatre's equipment by external companies as required;
  - 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, and the local community, 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 using theatre counterweight systems;
- Experience in carpentry;
- Experience of front of house work, including bar, Box Office and audience management;
- An understanding of three phase power systems and temporary power distribution.

## Main Terms and Conditions:

**Salary:** £25,742 - £29,605 (Grade 4)

**Location:** Cambridge, UK

**Hours:** Office hours are 11:00 – 18:00, the rota allows for 4 days off every two weeks. Weekly Duty Management shifts finish ~02:30, with the next day's shift starting twelve hours after its finish time. Once a month there is a get-out Duty Shift that starts at 14:30 and finishes at ~08:00. The nature of the role means that extra work maybe be required, especially during University term, for which time off in lieu is given.

**Tenure:** The appointment will be made on a fixed-term basis for a period of **16 months from 29 April 2024 to 31 August 2025**. Exemplary candidates wishing to start later than 29 April will still be considered for appointment under the terms of a shorter contract still ending 31 August 2025.

**Probation:** Appointments will be subject to satisfactory completion of a six-month probationary period.

**Holidays:** Full-time employees are entitled to annual paid leave of 36 days inclusive of public holidays. Work on Public Holidays may be required, for which time off in lieu is given.

## Pre-Employment Checks:

**Right to Work:** We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

**Health:** Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

**References:** Offers of appointment will be subject to the receipt of satisfactory references.

## **Pay and Benefits:**

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees can be rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.

## **CAMBens Employee Benefits**

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.

**Pension:** You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: [pensions.admin.cam.ac.uk](https://pensions.admin.cam.ac.uk).

**Wellbeing:** The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing.

**Development:** All staff are offered a generous training budget to provide opportunities for career progression and development, and upskilling.

**Discounts:** All management staff are able to receive exclusive discounts on tickets to events at the ADC Theatre and Corpus Playroom, allowing you to enjoy all of the shows that take place across our venues.

## **How to Apply:**

Applications should be submitted online via the University of Cambridge jobs page [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) by clicking "Apply online" in the job advert. You will need an email address to register for this online system.

If you have any queries regarding the application process, please contact [manager@adctheatre.com](mailto:manager@adctheatre.com)

**Applications Deadline:** Applications must be made online by the **end of day on Wednesday 21 February 2024**.

**Interviews:** Interviews will take place on **Monday 04 March 2024**. The ADC Theatre works to a tight timetable, and regret that we are unable to request for variations on our interview schedule.

**Handover for this position will take place in April 2024, or later if a successful candidate were to be appointed with a start date later than that listed for this vacancy.**