



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: Interim Technical Manager

Responsible To: Manager of the ADC Theatre

Working Pattern: 36 hours per week on an eleven-week, fixed-term temporary work assignment from 22 April 2024 to 05 July 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 Interim Technical Manager will oversee the technical operations of the ADC Theatre and contributes to general administration.

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;
- 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;
 - 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 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;
 - Supervising the 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;
 - Coordinating external maintenance and inspections through the University's Estates Management service, or directly with contractors;
 - Ensuring policy and procedures are adhered to.

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.

ADC Theatre Environment and Maintenance

- Provides a well-equipped and high-quality environment for Theatre users;
 - Supervising the inspection and maintenance of theatrical equipment and installation at the ADC Theatre and Corpus Playroom alongside the Maintenance Technician;
- Ensures that the fabric of the building, and non-theatrical systems within it, are maintained to a high standard;
 - 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.
- Supports the running of the Theatre's annual maintenance week, 'ADC Camp';
 - Coordinating plans for projects to be undertaken;
 - Supervising participants from the Theatre community and alumni;
 - Assigning volunteers to projects;
 - Overseeing procurement in the run-up to, and during, 'ADC Camp'.

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 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.

This is a temporary work assignment to support essential technical building functions during the eleven-week window of 22 April to 05 July 2024.

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.

Main Terms and Conditions:

Salary: £13.87 to £14.67 per hour (depending on experience) plus 12.07% holiday pay

Location: Cambridge, UK

Hours: 36 hours per week on a rota which allows for four days off every two weeks. **Some weekend and evening work will be required.**

Tenure: The temporary appointment will be made on a fixed-term basis for a period of **11 weeks from 22 April to 05 July 2024**. *We are willing to accept applications from multiple candidates across this window if they cannot commit to the full eleven weeks. Please indicate your availability within your application.*

By accepting this assignment, you will be expected to comply with the University of Cambridge's [Standard Terms and Conditions for Temporary Work](#).

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.

References: Offers of appointment will be subject to the receipt of at least one satisfactory reference.

Pay and Benefits:

- Holiday:** You are entitled to the equivalent of 5.6 weeks' paid holiday per holiday year pro rata (including all public holidays in England and Wales). This is processed as an additional 12.07% holiday pay stipend on top of the advertised hourly pay.
- 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.
- Discounts:** You will be 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:

Please send a CV and covering letter (no more than 500 words) to the Theatre Manager, Luke Dell on manager@adctheatre.com. Applications will be considered on a rolling basis.