

BATTERSEA ARTS CENTRE

Technical Manager Applicant Information Pack

Contents

Introduction / How to Apply	2
About Battersea Art Centre	3
Project Working	3
Working at Battersea Arts Centre	3
The Role	5
Terms & Conditions	8
Person Specification	9

Introduction / How to Apply

Thank you for your interest in the role of Technical Manager at Battersea Arts Centre (BAC). You will find information about the role and the person specification in the following pages. Before you fill out an online application form, please read the information included here.

Please use the online application form to apply. A link to the online application form can be found on the [Work With Us](#) page of our website. You will need to upload your CV as part of the application form.

All applications must be submitted by **10am Thursday 01 September 2022**. Successful shortlisted applicants will be invited to attend an interview **week commencing 08 September 2022**. Interviews will take place online via Zoom. We can provide a BSL interpreter if required.

We may contact candidates before the closing date and BAC reserves the right to close submissions for this role early, should a suitable applicant be found, so please **apply as soon as possible**.

If you would like further information, support with access requirements or an informal chat about the post please contact us by email at recruitment@bac.org.uk.

We look forward to receiving your application.

People Team
Battersea Arts Centre

About Battersea Art Centre

Battersea Arts Centre (BAC) is a hub for everyone's creativity. The organisation supports artists, young people and communities to inspire change through their creativity in many different ways - and this social purpose is at the heart of everything we do. Based in an iconic building with a radical history, our work revolves around an ambitious live programme of performance, heritage, events, and creative and community projects. Projects developed at BAC can also be found in our communities and tour across the UK and the world.

Project Working

BAC operates a 'Project' working structure, which means all of our strategic and creative activity takes place within Projects, and our Teams work together in an integrated and co-ordinated way.

These Projects are operated and supported by a set of Teams, who bring their specialisms - from Communications to Technical and Producing - to each project. Project working is about collaboration and bringing out the best in all our staff. It's a structure that recognises people's expertise, creating more dynamic teams across everything we do. The Technical Manager will work as part of the **Production & Technical Team** across all three projects at BAC, which are:

- **Communities:** The Agency, Community Hub, Moving Roots, Next Gen
- **Programming:** Creative Activities, Digital Agency, Horizon
- **Enterprises:** Events & Catering, Freedom Tap Room, Scratch Hub Hires

Each Project has a **Budget holder**, who leads on strategy, planning and vision for the Project, and **Team Members**, who contribute their specialist knowledge, supporting the delivery of the Project. Each Project has a goal, a set of objectives and risks, and a budget. Though each staff member is in one specific Team, they may be in one Project, or many. This can change depending on the person's development and the changing needs of the organisation and will be discussed with their manager.

Working at Battersea Arts Centre

BAC's office is an open-plan shared space on the second floor of our building, Battersea old Town Hall, accessed by two sets of stairs or a lift. BAC is wheelchair accessible throughout the building; there are accessible toilets and a

mix of loud and quiet spaces. The nearest wheelchair accessible station is Clapham Junction and the route is 0.6 miles up a hill. There is a disabled parking bay on Theatre Street next to the building.

The role will involve regular meetings, communicating via phone/video, email and in person and using a computer for a few hours across the day. Evening and weekend working, manual handling and working at height will be required as part of this role.

Attending performances, events and being part of the creative life of the organisation is part of everyone's role at BAC. BAC is a busy organisation and has around 50 members of staff. All staff are offered a flexible management structure through a combination of line management, in-house coaching, individual supporter and mentor options. Usual office hours are 10am-6pm and we offer flexible working where possible.

The Role

Responsible to: Head of Production and Technical

Responsible for: Technicians, contractors & casual staff

The Technical Manager is primarily responsible for the management of the Production & Technical team and resources ensuring that the team offers the highest standards of technical support to both emerging and established artists. The Technical Manager will be professional, enthusiastic and resourceful in planning the use of technical resources, managing equipment & storage across the building and ensuring technical delivery meets the standards expected by BAC.

The Key responsibilities and roles are defined below:

Responsibilities	<ul style="list-style-type: none"> • Take a lead role in planning the use and distribution of technical equipment and personnel across all visiting and BAC productions. This includes planning technical hires and purchases in conjunction with the Production team • Lead the technical team, including overseeing all technical fit ups, calling casual staff, managing the rota, TOIL & workload across the team in association with the Technical Production Manager • Manage the relevant budget codes in conjunction with the Technical Production Manager These include the monthly maintenance and consumable budgets • Under Guidance from the Technical Production Manager and H&S shaper, lead in the implementation of health and Safety policies to ensure the safety of BAC's staff, artists & audiences • Manage the maintenance and repairs of technical equipment, storage spaces and consumable stock across the building; ensuring all Lighting, Sound and AV systems are in good working order • Work with the Technical Production Manager to ensure artists get the technical support & advice they need during their residencies • Plan and implement the strategy for the day to day delivery of BAC Productions and Events and be the key technical contact for staff for last minute & ad-hoc technical requests such as presentations
------------------	---

	<ul style="list-style-type: none"> • Ensure all tech specs, plans of spaces & technical inventories are accurate & up to date • Actively ensure the performance and technical areas of the building are in a safe and presentable condition at all times. Maintain consistent technical presentation standards across all BAC productions & spaces • Ensure that production & technical maintenance is properly planned & executed on time and within budget. Ensure annual/regular checks for equipment are in place & occur as necessary • Set an example of correct practice & enthusiastic technical support for the rest of the technical team, both permanent & freelance • Create and maintain risk assessments and method statements for technical areas in conjuncture with the Technical Production Manager • Working with the rest of the Production and Technical department to create and maintain working relationships with industry suppliers • Keep up to date with industry standards and practises and advise on & research possible future developments in BAC's Technical and Production infrastructure • Be involved in the recruitment process for the technical team if and when posts become available • Assist the teams' individual supporters & project managers to deal with any disciplinary issues that may arise • Ensure that members of the tech team have the opportunity to take on challenges in their roles to aid their personal & professional development • Play an active part in improving communication across the team & with other departments • Communicate all relevant BAC policies & codes of practice to freelance members of staff
<p>Team Development & Leadership</p>	<ul style="list-style-type: none"> • Lead by example in your conduct and approach, providing mentoring, in depth training and support to team members across the P&T team • Ensure all activity is delivered to a high quality and upholds BAC's purpose and values

General	<ul style="list-style-type: none">• Work in accordance with BAC's Code of Conduct and organisational policies, such as Safeguarding, Health & Safety, Environmental and Access & Equality• Consider ways to limit BAC's carbon footprint in all areas of your work• Undertake any other duties as reasonably required by the Head of P&T and the leadership of BAC
---------	--

Terms & Conditions

Salary:	£32,000, gross per annum
Hours:	40 hours net per week (5 days a week) - excluding a daily one-hour lunch break. Unsociable hours, evening and weekend work may be required, and Battersea Arts Centre staff are expected to attend performances and be a part of the artistic life of the organisation.
Overtime:	Battersea Arts Centre operates a time off in lieu (TOIL) system to be taken within two weeks of accrual unless agreed to be used later with your line manager
Holidays:	4 weeks per year pro rata (5 weeks following one full year of service) in addition to public holidays.
Probation period:	3 months, with a 6 week review
Notice period:	8 weeks
Contract Period:	Permanent
Workplace Pension Scheme:	BAC's pension scheme is provided by NEST
Staff Benefits	Complimentary tickets for performances at BAC (subject to availability and staff ticket policy) Cycle to Work Scheme Discount on tea/coffee and meals in the BAC cafe (subject to discount policy) 5 development days pro rata which can be spent outside the organisation developing professional skills

Person Specification

Essential

Experience:

- Degree or equivalent industry experience in Technical theatre
- Previous Technical Management or Crew chief experience
- Working knowledge of AutoCAD, Lighting and Sound consoles
- Experience of innovative problem solving & an ability to provide flexible solutions in a theatre setting
- A good understanding of Health & Safety including PUWER, COSHH, and LOLER
- A combination of at least three of the following:
 - A good working knowledge of theatre electrics, lighting technology and electrical safety
 - A good working knowledge of modern theatre sound, live sound set ups, live mixing and sound operation
 - Competency in stage carpentry and working experience of scenic fit ups
- A good working knowledge of AV

Knowledge:

- Thorough working knowledge of drawing scale plans on AutoCAD, and experience of interpreting and analysing plans sent from third parties and advising on changes for compliance and building restrictions
- Thorough knowledge, understanding and application of Health & Safety legislation, including regulations such as PUWER, COSHH, LOLER and CDM
- Knowledge and understanding of theatre production techniques
- Knowledge and understanding of rigging techniques
- Knowledge of current lighting and sound equipment, consoles and practices
- Knowledge of the application and fault finding processes for lighting and sound data networks such as ArtNet/sACN and Dante
- Knowledge of ETC family consoles
- Knowledge of Yamaha mixing consoles and Qlab4 along with other types of playback

Skills & abilities:

- Strong administration & communication skills
- A thorough understanding of rigging techniques
- Good IT proficiency

- Ability to read and draw lighting plans and ground plans
- The ability to take the lead role when working with a group of staff and ensure good working practice within the team
- The ability to work on your own initiative and to solve problems
- The ability to communicate complex information clearly and to maintain effective communication with colleagues and external contacts at all levels
- Strong budgeting & scheduling skills

Interests & values:

- An enthusiastic & helpful attitude & a desire to work well across teams & project groups
- Willingness to work flexible hours including weekends and evenings if necessary

Desirable

- IOSH Qualification or similar
- IPAF and/or PASMA licence
- Knowledge of ETC lighting equipment and Digital sound desks
- Experience of managing stock, equipment & inventories
- Experience of electrical building maintenance
- ABTT rigging qualifications or equivalent
- Interest in cutting-edge theatre and new work
- Experience liaising with clients and supporting commercial hires business
- Willingness to take part in professional development opportunities