

# BATTERSEA ARTS CENTRE

## Technical Production Manager Applicant Information Pack

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## **Introduction / How to Apply**

Thank you for your interest in the role of Technical Production 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 05 September. We can provide a BSL interpreter if required.

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](mailto: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. These projects are operated and supported by a set of teams, who bring their specialisms - from communications and technical to producing and finance - to each project. Project working is about working collaboratively and bringing out the best in all our staff. It's a structure that recognises people's expertise, creating a more dynamic set of teams across everything we do.

The Technical Production Manager will work as part of the **Production & Technical Team** across all four projects, which are:

- Creative Activities – live programme of performance at BAC, on tour and online
- Creative People – young people and community-led creative engagement
- Creative Enterprises – commercial events, catering and co-working hub
- Creative Space – our building, cafe and visitor welcome

## 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 & Technical

**Responsible for:** Freelance and Casual Technicians

Battersea Arts Centre's Production & Technical Team deliver a professional and helpful service to artists whilst in the rehearsal, development and performance stages of their work, at BAC and on tour. They also work on a wide range of high-end commercial events including filming, concerts, weddings, conferences, award ceremonies and fashion shows; ensuring the highest standard of technical delivery expected by our clients.

The Technical Production Manager is a key post within this team. The candidate we are looking for will have a strong technical theatre background, with in-depth knowledge of lighting and sound technology, temporary electrical installations, rigging and Health & Safety legislation. Demonstrable experience in production management and the production process is essential, and you should be confident engaging and delegating to freelance and casual technicians and production staff as required. You will also be required to deputise for the Head of Production & Technical, as necessary.

We are looking for someone who is comfortable leading a technical team, liaising with both artists and clients and takes a supportive approach to people management. As Technical Production Manager at the world's first [Relaxed Venue](#), you will support the Head of Production & Technical in ensuring an unrivalled quality of experience for artists, clients and audiences in terms of inclusive practice and accessibility.

A detailed outline of the tasks and responsibilities for this role, contractual terms & conditions and a person specification is outlined below.

We particularly welcome applicants with lived experience of disability and people from groups that are currently under-represented in the arts sector.

<p>Production &amp; Technical</p>	<ul style="list-style-type: none"> <li>• Take a lead role in planning the use and distribution of resources across all productions and events. These include but are not limited to, allocation of full time and casual technicians, managing the technical inventory and assessing the technical needs of each performance and event. This may also include co-ordinating technical hires and purchases in conjunction with the Production &amp; Technical Team.</li> <li>• Assist the Head of Production &amp; Technical on the design and layout of BAC's flexible auditoria and performance spaces and where appropriate take the lead</li> <li>• Lead the Production &amp; Technical Team in establishing a positive culture of collaboration with artists representing BAC's interests with all parties</li> <li>• Assist the Head of Production &amp; Technical in season-planning and show allocations within the Production &amp; Technical Team</li> <li>• Provide production support to visiting companies and events. Where agreed, take on responsibility for delivering set props and costume as well as scheduling production weeks.</li> <li>• Attend and, where needed, lead production meetings, rehearsals, get-ins and get-outs as required</li> <li>• Produce AutoCAD / Vectorworks seating and stage plans. Ensure all technical specifications, ground plans and technical inventories for all BAC venues are accurate and up to date</li> <li>• Liaise with contractors to sign off structure of seating rakes, rigging and scenery where required</li> <li>• Book and manage the regular additional freelance and casual technicians working across the building, scheduling the working hours of the team within the rota to ensure contractual hours are not exceeded, and to record TOIL &amp; annual leave across the team in agreement with the Head of Production &amp; Technical, as well as processing payroll</li> <li>• Set an example of correct practice and enthusiastic technical support for the rest of the Production &amp; Technical Team, both permanent and freelance</li> <li>• Keep up to date with industry standards and practises, and where appropriate, research and advise on requirements in order to keep up with demands of modern theatre technology</li> <li>• Partake in training where required</li> <li>• Deputise for the Head of Production &amp; Technical as required</li> </ul>
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<p>Health &amp; Safety</p>	<ul style="list-style-type: none"> <li>• Under guidance from the Head of Production &amp; Technical, to lead by example in promoting a positive approach to Health &amp; Safety, creating and supervising implementation of RAMS and company policies to ensure a safe working environment for BAC's staff</li> <li>• Schedule and manage the maintenance of equipment and installations within BAC in accordance to Health &amp; Safety legislation, keeping accurate records for testing and inspection and certificates of conformity in line with LOLER, PUWER and CDM, executing the work on time and within budget</li> <li>• 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 and spaces.</li> <li>• Ensure a positive safety culture is maintained throughout the team, regularly reviewing RAMS and working practices</li> <li>• Attain risk assessments and other health and safety information from visiting companies and ensure these are in line with BAC and industry standards and policies</li> <li>• Produce Risk Assessments and Method statements as well as lead on show specific requirements with local authorities</li> <li>• Actively interrogate Technical standards and amend BAC policy where required. Partake in training where required.</li> <li>• Maintain a positive relationship with the local authority and BAC's Health &amp; Safety consultant.</li> </ul>
<p>General</p>	<ul style="list-style-type: none"> <li>• Work in accordance with BAC's Code of Conduct and organisational policies, such as Safeguarding, Health &amp; Safety, Environmental and Access &amp; Equality</li> <li>• Consider ways to limit BAC's carbon footprint in all areas of your work</li> <li>• Undertake any other duties as reasonably required by the leadership of BAC</li> </ul>

## Terms & Conditions

**Salary:** **£32,000** gross per annum

**Hours:** **40** hours per week, excluding a daily one-hour lunch break.

This role is 5 days a week out of 7; evening and weekend work will be required, usual office hours are 10am-6pm, Monday-Friday. We offer flexible working where possible.

All staff at Battersea Arts Centre are expected to attend performances and be a part of the artistic life of the organisation.

**Overtime:** No overtime payments; we operate a Time Off in Lieu (TOIL) system, to be taken within two weeks of accrual.

**Annual Leave:** 4 weeks per year pro rata (5 weeks following one full year of service)

**Probation period:** **6 months**, with a 3 month review

**Notice period:** **2 months**

**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 in the Freedom Tap Room (subject to discount policy)

5 Development Days

## Person Specification

### Essential

#### Experience & knowledge:

- A relevant degree, apprenticeship or equivalent industry experience in technical theatre
- Substantial experience of managing staff and leading a team
- Thorough knowledge of working safely with temporary electrical installations
- In-depth knowledge of ETC lighting equipment and digital sound desks
- Experience of managing budgets and creating schedules
- High level of knowledge in theatrical practises and scenic fabrication
- Good level of knowledge in scenic fabrics and procurement of these
- Good level of knowledge regarding Health & Safety legislation and demonstrable experience in Risk Assessment and Method Statement writing
- Knowledge of AutoCAD/VectorWorks
- Knowledge of lighting and sound data networks such as Dante and ArtNet/sCAN
- Knowledge of Yamaha mixing consoles and QLab
- Knowledge and understanding of rigging techniques
- Demonstrable experience in basic stage crafts
- An understanding of theatre production techniques

#### Skills & abilities:

- Excellent organisational skills
- Accuracy and attention to detail
- Strong leadership skills, providing encouragement and motivation within the team, setting a disciplined approach
- Excellent computer skills – Microsoft Word, Excel, Publisher
- Able to read and amend 2D AutoCAD /Vectorworks drawings
- An innovative problem solver with the ability to provide flexible solutions in a theatre setting, and to work through challenges calmly and professionally
- Ability to work effectively in a team, whilst also being able to work independently without supervision
- Ability to work under pressure and prioritise work according to the needs of the organisation

#### Interests & values:

- An enthusiastic, helpful attitude and a desire to work well across teams and projects



- Confident, professional, and self-motivated
- Willingness to work flexible hours including weekends and evenings where necessary
- Willingness to take part in professional development opportunities
- A commitment to BAC's values and purpose.

**Desirable**

- IOSH Managing Safely for Theatre
- IPAF Licence
- PASMA Training
- BS7909
- Experience of managing stock, equipment & inventories
- Experience of electrical building maintenance
- Experience of working within a venue with a scenic workshop
- Experience of both producing and receiving productions
- Understanding of Theatrical rigging
- A good understanding of LOLER, PUWER, and CDM regulations
- Interest in cutting-edge theatre and new work