

TECHNICAL & PRODUCTION MANAGER

The Technical & Production Manager will ensure all technical elements of Soho Theatre's artistic programme are fully supported to the highest standards, managing salaried and casual technical staff and maintaining equipment and performance spaces.

This is an exciting time to join a forward-thinking organisation at a time of growth and expansion, as we move to become a multi-site operation with a strong digital presence.

SOHO THEATRE is London's most vibrant producer for new theatre, comedy and cabaret. We pursue creative excellence, harnessing an artistic spirit that is based in our new writing roots, the radical ethos of the fringe and the traditions of punk culture and queer performance. We champion voices that challenge from outside of the mainstream, and sometimes from within it too. We value entertainment, accessibility and enjoy a good show. We are a registered charity and social enterprise and our audiences are diverse in age, background and outlook.

We are mission driven and we measure our success in:

- the **NEW WORK** that we produce, present and facilitate
- the **CREATIVE TALENT** that we nurture with artists, in our participation work and with our own staff
- the **DIVERSE AUDIENCES** that we play to and engage

Bang in the creative heart of London, our home is one of the country's busiest venues with a year-round festival programme and a buzzing bar. By day we're a hive of writing, workshops, showcases, meetings and events and by night we're stage to an average of six shows and a throng of audiences. Ordinarily our work plays to live audiences of 250,000 audiences a year in our Dean Street venue, at the Edinburgh Fringe and beyond. During our temporary closure due to Covid-19 we re-launched our online platform Soho Theatre On Demand, which hosted the phenomenally successful live recording of **FLEABAG** and recently released **TYPICAL** and **SUNRISE**. We've partnered with Amazon Prime Video (UK) for a three-series deal, bringing existing and new comedy shows to the platform (2021-22). We also have an additional venue in Walthamstow in progress.

Soho Theatre's board is chaired by Dame Heather Rabbatts DBE and the company is led by Executive Director Mark Godfrey and Creative Director David Luff.

JOB SUMMARY

Closing date:	Tuesday 2 November, 2021
Interviews:	w/c 8 November, 2021
Job Title:	Technical & Production Manager
Responsible to:	Head of Production
Line manages:	Salaried and casual technicians
Location:	London, W1D 3NE
Salary:	£32 – 35,000 per annum

How to apply:

To apply, please fill in an application form and complete an online equal opportunities monitoring form - [click here](#)). When completing your application form, please read the person specification in the job description carefully.

We will shortlist for the position based on how you respond to the job description and the person specification.

Submitting an application:

We prefer applications to be sent by email. Please send your completed forms to jobs@sohotheatre.com with **T&P Manager** in the subject line.

If you would like to submit your application in another format, or you have any queries about this role, please contact HR on 020 7478 0105 or email jobs@sohotheatre.com to discuss alternatives.

The deadline for submitting your application is 5pm, Tuesday 2 November, 2021.

Interviews will be held w/c 8 November, 2021. We will contact every candidate, whether they have been shortlisted for interview or not.

JOB DESCRIPTION

Job Title:	Technical & Production Manager
Responsible to:	Head of Production
Responsible for:	Salaried and casual technicians
Purpose of job:	<p>The Technical & Production Manager works to ensure all technical elements of Soho Theatre's artistic programme are fully supported to the highest standards and delivering a programme of work (performances, hires, digital and other activity) across three busy venues at Soho Theatre in Dean Street (STC):</p> <p>To support the Creative Director, producers and production managers in creating STC-produced work both at Dean Street and elsewhere.</p> <p>To support the staging of visiting company shows with the correct resources.</p> <p>To uphold the highest levels of technical health and safety on and off stage.</p> <p>To oversee the maintenance of technical equipment and performance spaces.</p>

RESPONSIBILITIES

Planning

- Plan all of the building's technical activities which will include resourcing with technical staff, scheduling monthly rotas, working within agreed budgets and allocation of technical equipment
- Work with visiting and in-house producers / production managers to ensure all productions are adequately resourced, identifying any additional staffing / equipment hire or other costs with the relevant budget holder
- Support all hire bookings, ensuring their requirements do not conflict with or compromise the main programme, and communicating any additional costs with the Admin Assistant
- Plan regular preventative maintenance of access, lighting, sound, projection and AV equipment and technical infrastructure across the building, which will include planning and making use of dark days or weeks and discussing any potential capital purchases with the Head of Production
- With the Head of Production, arrange annual building-wide PAT testing, inspection of electrical installations and lifting equipment by certified contractors and to keep up-to-date records
- As a member of the Green Team, look for ways to make the technical and production aspects of STC's work more sustainable

Health and Safety

- Lead the management of health and safety onstage and backstage, ensuring all relevant legislation is adhered to and that safe working practices are always

observed. Support STC in meeting its statutory responsibilities, where applicable to the technical team and its work

- Act as Duty Technician as and when required, including leading the evacuation of the building in the event of an emergency, compilation of Duty Technician reports and flagging building issues to the Facilities Manager (where they cannot be resolved at the time)
- Ensure all incoming visiting company technical crews receive a H&S induction upon arrival and before commencing work
- Ensure adequate, up-to-date risk assessments are in place for all shows and support staff in ensuring they are adhered to for all technical activity. Actively participate in the risk assessment process for STC-produced work
- Where possible, lead large-scale get ins / outs for theatre shows, ensuring all those working are inducted and safe in their duties and producing CDM paperwork
- With Head of Production produce building risk assessments for performance spaces, and risk assessments for regular technical activity
- Act as appointed first aider, fire marshal and key holder for the building, including responding to alarm call outs as and when required

Financial

- Prepare staff rotas in line with programme requirements and budgets, and monitor all costs incurred by visiting companies, ensuring recharges are made through settlements
- Monitor all casual hours and core staff overtime costs to remain within annual budgets
- Ensure weekly payroll data (casual hours and core staff overtime) is passed to the Finance team in good time for processing

Staff Management

- Line manage and undertaking pastoral care for all technical staff
- Undertake recruitment, inductions and regular appraisals and notifying the Head of Production and Head of Finance and Administration should there be any grievances or disciplinary action required
- Ensure all core technical staff have the correct training (health and safety and job-specific) for their roles, liaising with the Head of Production and Admin Assistant to book external training as required
- Recruit, manage and contract in liaison with the Head of Production, a pool of casual technical staff as required, ensuring they have the necessary skills and experience to cover the duties required within the artistic programme, and with an eye to diversity across the staff team
- Book and manage additional crew for large-scale get ins /outs, within agreed budgets
- Ensuring that effective communication is maintained between all technical staff and with other operational departments. Attend and actively participate in weekly management and diary meetings, and any other relevant internal meetings

Visiting Companies and Shows

- Through regular and proactive communication, support all visiting companies and in-house producing teams to enable efficient realisation of their productions in the performance spaces
- Co-ordinating get-ins and technical periods for visiting companies, ensuring good co-ordination with the Programme Manager
- Request technical information for all visiting company shows in good time to ensure all requirements are factored in and specific requests can be met (and recharged as appropriate)

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- Work with all visiting companies to ensure they have carried out required risk assessments, informing the in-house or external producer when they are not provided or inadequate
 - Pre-empt any issues with multiple shows in each space, and ensuring all companies receive the same high level of support from the technical crew
 - Ensure any technical issues/problems during shows are addressed promptly
 - Set up and manage captioning or audio description equipment for accessible performances as required, ensuring kit is maintained and tested regularly
 - Liaise with the Head of Production when staging element or technical equipment is likely to impact on the configuration or capacity of the audience seating

Building Maintenance

- Work with the Facilities Manager to ensure the “Alerts & Actions” list of maintenance requirements is managed and kept to a minimum, and any ‘red’ items are prioritised and addressed as quickly as possible
- Manage the technical team in completing general building maintenance as required and where possible
- Liaise with production teams to schedule removal of scenery and sets from the building, be that to storage, for recycling or scrap
- Liaise with other departments to schedule junk collections as required
- Project manage large-scale technical installation works in the performance spaces or elsewhere in the building as required

General

- Support the aims and objectives of Soho Theatre, both internally and externally
- Attend fortnightly Management meetings and other internal meetings as required
- Uphold the company’s equal opportunities, access and diversity policies
- Taking responsibility to be fully aware of the theatre’s activities and programme of events at all times
- Undertaking any other duties as may be appropriate to the nature of the post, as agreed with the Head of Production

This is a guide to the nature of the work required of the Technical & Production Manager. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and the line manager from time to time.

PERSON SPECIFICATION

Qualities

- Enthusiasm for working in a busy, festival-like environment
- A flexible approach to work, keen to support incoming and in-house creative teams to achieve their visions
- Excellent communicator with the ability to engage with a wide range of personalities
- Highly organised and self-motivated
- Willing to work evenings and weekends as required
- An interest in new writing and ambitious approaches to theatre, comedy and cabaret

Skills

- Demonstrable technical skills (any bias welcome) with experience in venues of different scales and working on different kinds of performance
- Strong leadership skills, both in line managing a core team and when overseeing fit ups and get outs
- High level of IT literacy, and comfortable using both MS Office and a variety of lighting, sound and AV technologies including AutoCAD
- A confident trouble-shooter
- Exceptional attention to detail

Experience

- Taking responsibility for managing all technical aspects of a performance
- Experience managing technical teams on a day-to-day basis, including rotas and payroll, absence and holidays
- Managing internal and external relationships
- Supporting a festival-style performance programme, or a building with multiple venues
- Working to the Health & Safety regulations relevant to theatre and live performance

TERMS AND CONDITIONS

Equal Opportunities

Running through the core of Soho Theatre are the values of equality of opportunity, diversity of background and inclusion and accessibility for all. Our artists, audience and staff reflect a diverse London, and we work hard to increase representation across cultures and experience.

Terms of Employment

This is envisioned as a full time, permanent contract, with a 6-month probationary period. However, we are open to job share applications and proposals for part-time and flexible working.

Salary

Commensurate with experience, but likely in the range of £32 - £35,000 per annum.

Holiday entitlement

20 days per annum plus Bank Holidays, rising to 25 days plus Bank Holidays after one year of continuous service.

Hours

A normal working week is 40 hours over a 5-day period, Monday to Sunday; all other terms and conditions as per BECTU / UK Theatre agreement, including provisions for overtime working. It is expected that you will be prepared to work evenings and / or weekends. Normal office hours are 10am to 6pm Monday to Friday.

Pension

The Company operates an auto-enrolment pension scheme, which you are eligible to join after three months of employment. This is at the rate of 3% from the employer and 4% from the employee on qualifying (banded) earnings. The Government will pay in 1% of qualifying earnings, which is tax relief. If you have made other arrangements, there is the option to opt out altogether.

Staff benefits include

- Tickets for Soho shows (subject to availability)
- Season ticket and Cycle to Work loans and other travel schemes
- Employee Assistance Programme including health insurance and stress/counselling
- Seasonal flu jabs
- Training and development opportunities
- Discount at Soho Theatre Bar and other local businesses