



JOB VACANCY JUNE 2024 TECHNICAL & PRODUCTION MANGER

Soho Theatre is London's most vibrant producer for new theatre, comedy and cabaret. A charity and social enterprise, we are driven by a passion for the work we produce, the artists we work with and the audiences we attract. We are working towards the opening of an exciting new second venue in London, Soho Theatre Walthamstow. A culmination of many years of Soho's work, in collaboration with a grassroots local campaign, to save a glorious, 1930s art deco venue with an incredible heritage reinvented as a 1,000-capacity venue for world-class comedy, panto, performance and participation – a 'local theatre with a national profile'.

Led by a collaborative and diverse senior team and board, Soho Theatre is an exciting place to work with a strong team ethic, fast paced, and with opportunities and intent for staff development and progression.

We also own and operate Soho Theatre on Dean Street in the heart of London's West End. A former Synagogue, we raised funds, purchased and redeveloped it, opening it in March 2000. Today it is one of the capital's busiest theatre and comedy venues, with a year-round festival programme and a buzzing bar. Our roots date back to the early 1970s at the Soho Poly Theatre. Small but influential, Soho Poly was radical and relevant, capturing the excitement and innovation of its time. Today our work is wide-ranging, drawing from this fringe heritage, and adding a queer, punk, counter-culture flavour. We champion voices that challenge from outside of the mainstream, and sometimes from within it too. We value entertainment and a great night out.

We produce and co-produce new plays, work with associate artists and present the best new emerging theatre companies and comedians. We present the early work of countless UK artists (many who become industry giants), and we present many international artists' London debuts. We have a thriving variety of artist and talent development programmes, artists under commission and in development, and two new writing awards including the national Verity Bargate Award for new playwrights.

Work extends far beyond our home, with a UK and international touring programme and connections. We present shows and scout talent at Edinburgh Festival Fringe and have close links with the Melbourne International Comedy Festival. We are the UK's leading presenter of Indian comedians and regularly present work there. We film shows and create our own digital work seen across our social platforms, on TV and inflight and streamed from our website.

OUR STRATEGIC GOALS

THEATRE: continue to increase the resource, profile and quality of Soho's theatre and new writing programme; to ensure that this work sits well within Soho's lively cross-genre festival programme with diverse audiences, but also carves out the space to breathe and flourish within it.

COMEDY: work to ensure that we maintain an industry leading place through thoughtful curation, innovation and always being able to spot the next new talent; ensuring that artists continue to see Soho as a home for comedy and one of the places they want to perform; maintain programming integrity as we grow our audiences through Walthamstow, touring and digital.

CREATIVE ENGAGEMENT: grow our pathways for creative participation from early years to adulthood, supporting the next generation of artistic talent; support the growth of creative, connected communities around a new local theatre in Walthamstow

WALTHAMSTOW: successfully open and establish as a 'local theatre with a national profile', working with our key stakeholders of Council and community. Effectively manage the resultant change, organisational growth and risk.

AUDIENCES AND DIGITAL: build our distinctive London brand towards wider and inclusive audiences, with a particular focus on LGBTQ+, South Asian and Waltham Forest; international focus on India as well as Australia and the USA. Continue to build digital audiences and sustainable business models, also moving into specific digital content creation (as distinct from digital capture of live).

Job Description

Job Title:	Technical & Production Manager: Soho Theatre Walthamstow
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. Leading technical and production support for a regular programme of comedy, theatre, in-house produced panto, creative engagement work, digital activity and commercial and community hires at Soho Theatre Walthamstow (STW).</p> <p>To support the staging of visiting company shows with the correct resources.</p> <p>To support the producers and production managers in creating STC-produced work.</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> <p>To have a practical hands-on, solutions based approach to technical management</p>
Reports to:	Operations Director
Working closely with:	Walthamstow Technical Team & Operations Team, Creative Team, Technical & Production Manager: Dean Street.
Location:	Soho Theatre Walthamstow, 186 Hoe Street, E17 4QH & 21 Dean Street, London, W1D 3NE; as directed

Overview

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. As the Technical & Production Manager you will be responsible for managing a brand new 1000-seat theatre comprising of state-of-the-art technical equipment, back of house areas, control room, studio spaces and foyer entertainment.

This role combines technical and practical skills with teamwork and communication, working alongside other technicians, artists and freelance creative teams. You can be relied upon to deliver the creative visions of artists in a safe and effective manner and the successful running of the theatre's busy programme.

Launch of Soho Theatre Walthamstow (launch 2025)

- To familiarise yourself with the detail of the project to support in the final building stage and handover to practical completion at end of September 2024.
- To be the primary point of contact on a day-to-day, operational level, for technical related questions and commissioning.
- To be the primary lead for the Technical Occupation and Fit-Out Works Schedule; being hands on in the venue for the installation and configuration of technical equipment.
- To manage the recruitment and induction of the Soho Theatre Walthamstow Technical Team: perm/casuals
- To create Safe Systems of Work and Technical Risk Assessments for all technical areas, including the Workshop and Studios.
- To support Digital, Podcasting and media suit where necessary.
- To support the Creative and Communications Teams with filming and media requirements within the venue.

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- To be the Technical lead for Soho Theatre's annual panto and other major productions throughout the year.

Staff Management

- To lead by example, championing and promoting the values and behaviours of Soho Theatre, promoting diversity and inclusion and acting as an ambassador for the organisation.
- Line manage and provide pastoral care for all technical staff
- Undertake recruitment, inductions and regular appraisals, notifying the Operations Director 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 Operations Director to book external training as required
- Recruit and manage 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, with an eye to diversity across the staff team
- Ensuring that effective communication is maintained between all technical staff and with other operational departments

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 the Operations Director in ensuring that work within the venue meets its statutory responsibilities, where applicable to the technical department.
- Ensure all incoming visiting company technical crews receive a H&S induction upon arrival and before commencing work
- In conjunction with producers/programmers, 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
- With Operations Director & Building Manager produce building risk assessments for performance spaces, and risk assessments for regular technical activity
- 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 Buildings Manager (where they cannot be resolved at the time)
- Act as appointed first aider, fire marshal and key holder for the building, including responding to out of hours alarm call outs as and when required.

Planning/Advancing

- Provide a practical, hands-on, solution-based approach to day-to-day technical operations
- Plan the building's technical activities which will include resourcing with technical staff, scheduling monthly rotas, working within agreed budgets and allocation of technical equipment
- Use Artifax event management software to coordinate get-ins and technical periods for visiting companies, ensuring good coordination with the programmers.
- Pre-empt any issues with multiple shows and events in various spaces, including turnarounds between performances, and ensure all companies receive the same high level of support from the technical crew
- Use the Technical Requirements form to advance all productions and ensure accurate technical information is received in good time
- Work with visiting and in-house producers / production managers to ensure all productions are adequately resourced, identifying any additional staffing, hire or other costs with the relevant budget holder, and where recharges need to be made
- Book and manage additional crew for large-scale get ins /outs, within agreed budgets
- 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
- Provide technical support to the work of the Creative Engagement team - performances/workshops and other activities.
- To ensure that technical support (duty technician) is provide for each Soho Labs (term-time workshops hosted by Soho's Creative Engagement team) are taking place, providing building and technical support to staff and workshop leaders, and specifically acting as Production Manager for end of term sharings and other public events

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Financial

- Manage technical budgets - staffing and equipment - maintaining clear communication with the Operations Director and Head of Finance regarding expenditure.
- 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 accurately recorded and verified, in good time for meeting payroll deadlines

Artistic/Creative Programme

- Develop collaborative working relationships with creative Heads; Head of Comedy, Head of Theatre and Head of Creative Engagement
- Support all visiting companies and in-house producing teams to enable efficient realisation of their productions in the performance spaces, and provide a professional and friendly point of contact for visiting companies, artists and their representatives across all performances spaces.
- Set up and Operate LX, Sound, AV and other technical equipment as required.
- Assist with rigging and de-rigging of lighting / sound and AV equipment; get-Ins and get-outs.
- Set up and manage captioning or audio description equipment for accessible performances as required, ensuring kit is maintained and tested regularly
- Work with all 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, including turnarounds between performances, and ensure all companies receive the same high level of support from the technical crew
- Ensure any technical issues/problems during shows are addressed promptly
- Liaise with the Operations Director when staging element or technical equipment is likely to impact on the configuration or capacity of the audience seating
- Liaise with production teams to schedule removal of scenery and sets from the building, be that to storage, for recycling or scrap.

Maintenance

- Plan regular preventative maintenance of access, lighting, sound, projection and AV equipment and technical infrastructure across the building, including planning and making use of dark days or weeks and discussing any potential capital purchases with the Operations Director
- With the Building Manager, arrange annual building-wide PAT testing, inspection of electrical installations and lifting equipment by certified contractors and to keep up-to-date records
- Ensure the housekeeping and maintenance of all backstage areas including dressing rooms, control rooms and workshops
- Ensure that an up-to-date asset register is maintained for all venue technical equipment
- Provide staff to assist the Building Manager with wider building maintenance where appropriate
- Liaise with other departments to schedule waste collections as required - ensuring WEEE regulations are followed.
- As a member of the Green Team, look for ways to make the technical and production aspects of STW's work more sustainable

General

- Support the aims and objectives of Soho Theatre, both internally and externally
- Attend programming and diary meetings and other internal meetings as required
- Uphold the company's equal opportunities, access and diversity policies
- 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 Operations Director

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**This is a guide to the nature of the work required of the role.
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

- The ability to work successfully in an energetic and dynamic festival-like environment
- A creative, confident, ambitious communicator who is proactive and positive
- Flexible attitude and approach to work and working hours. As an evening entertainment venue the role revolves around evening and weekend work
- Willingness and ability to work unsupervised and with initiative
- Highly organised and self-motivated
- An interest in - and enthusiasm for – new writing and ambitious approaches to theatre, comedy and cabaret
- Friendly and approachable, with an interest in meeting new people
- Willing to contribute to interpreting a creative vision
- A working knowledge of the arts sector

Essential Experience

- Experience of managing technical teams within a theatre or arts venue
- Experience in a professional producing or receiving theatre and/or a qualification in technical theatre
- Experience of liaising with artists and producers.
- Rigging, operation and maintenance of theatrical lighting, sound, communications, special effects and video equipment
- Managing budgets

Desirable Experience (not part of shortlisting process)

- Involvement in the opening of a new theatre/technical space
- Advanced knowledge of theatrical sound systems
- Awareness of networking for technical theatre infrastructure

Essential Skills

- Ability to communicate clearly, effectively and with authority and to lead by example
- Knowledge of ETC lighting desks, including plotting moving lights
- Knowledge of sound consoles and QLab software
- Ability to interpret technical drawings and sound/video/lighting plans
- Ability to work at height safely and with confidence
- An awareness of the access requirements that may be presented by artists and patrons, and to identify reasonable adjustments to make their time here safe and comfortable
- Excellent attention to detail and time management

Desirable Skills (not part of shortlisting process)

- IOSH Certification
- First Aid At Work Certification
- Ability to use a wide range of portable power tools and hand tools safely with confidence
- Ability to PAT test and maintain standard theatre equipment
- Basic knowledge of stage management duties
- Basic set construction and carpentry skills
- Experience with live sound mixing
- Using AutoCAD/Vectorworks, ETC systems, QLab/Yamaha & Soundcraft desks and Dante networks
- Experience of using Artifax Event Management Software

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 a permanent full-time role, with a 6-month probation period, working from Soho Theatre Walthamstow, 186 Hoe Street, E17 4QH; Soho Theatre 21 Dean Street, London, W1D 3NE as directed

Salary

£40,000 per annum

Holiday entitlement

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

Hours

The full-time working week is 40 hours, with an hour unpaid for lunch, and revolves around Soho Theatre's live performance programming across evenings and weekends. Normal working week is 40 hours over a 5-day period, Monday to Sunday.

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 5% 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

- Complimentary tickets for Soho Theatre shows
- Employee Assistance Programme including:
 - GP Services
 - Health Check
 - Seasonal Flu Jabs
 - Stress Support
- Group Life Cover
- Staff discount at Soho Theatre Bar and other local businesses
- Season ticket and Cycle to Work loans
- Seasonal flu jabs
- Training and development opportunities

June 2024