



## JOB VACANCY DEPUTY TECHNICAL MANAGER

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 own our own home, Soho Theatre 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 Dean Street home, with a UK and international touring programme and connections. We present shows and scout talent at Edinburgh Festival Fringe and 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 and in flight.

Currently we are expanding our team as we work 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'. Sitting between the intimate spaces of Soho Theatre in Dean Street and the capital's bigger arenas, it will give audiences the perfect dedicated space to see world-class shows at mid-scale, filling an important gap in London's thriving cultural landscape.

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.

### 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

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**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**

<b>Job Title:</b>	Deputy Technical Manager
<b>Reports to:</b>	Technical & Production Manager
<b>Working closely with:</b>	Technical Team, Front of House, Programming and Creative Engagement Teams, Production and Visiting Companies, Buildings and Operations Team
<b>Location:</b>	Soho Theatre Walthamstow 186 Hoe Street, London E17 4QH

### **Overview**

This is a hugely exciting opportunity to be a key part of the team opening the new Soho Theatre Walthamstow. You will be integral in supporting activity of this beautiful Grade II\* listed building, including our 1,000 seat theatre as well as our studios and front of house spaces.

Initially working on the set up of Soho Theatre Walthamstow, you will be fundamental in mobilising the building for a successful launch.

Following this, you will support the ongoing smooth operation of the building, assisting the Technical & Production Manager in planning the building's technical activities including resourcing with technical staff, scheduling monthly rotas, allocation of technical equipment and working within agreed budgets to deliver on the programme and building technical needs.

You will be relied upon to deliver the creative visions of artists in a safe and effective manner and assist with the successful running of the theatre's busy programme, including all productions, events and projects. This is a forward thinking role, combining technical and practical skills with teamwork and communication, working and collaborating with technicians, artists and freelance creative teams.

### **Duties & Responsibilities**

#### **Programme**

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- Support all visiting companies, in-house producing teams and community partners to enable the efficient realisation of their productions, and provide a professional and friendly point of contact for visiting companies, artists and their representatives
- Work with visiting and in-house producers and 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
- Provide technical support to the in-house work of the Creative Engagement team
- Assist in the coordination of visiting company technical needs, fostering good communication between departments and around the venue
- Work with all companies to ensure they have carried out required risk assessments, informing the Technical Manager & Production Manager and in-house or external producer when they are not provided or inadequate
- Lead large-scale get ins / outs for theatre shows, ensuring all those working are inducted and safe in their duties, and producing Construction, Design and Management paperwork
- Be responsible for flying and rigging and provide technical support
- Pre-emptive planning for multiple shows in each space, including turnarounds between performances, and ensuring all companies receive the same high level of support from the technical crew
- Liaise with production teams to schedule removal of scenery and sets from the building, be that to storage or for recycling, with a keen eye on organisational sustainability
- Lead the technical team on get-ins, fit-ups, performances, and get-outs as required and deputise to the Technical & Production Manager when necessary

**Health & Safety**

- Ensure our Health & Safety policy and standards are met, and exceeded, creating a consistently safe, risk free and professional working environment building wide
- Support the Technical & Production department in the management of health and safety onstage and backstage, ensuring all relevant legislation is adhered to and that safe working practices are always observed
- Be an active member of the Health & Safety committee and ensure policies and procedures are effectively implemented
- Maintain, promote and comply with company Health and Safety Policies and Risk Management Systems at all times
- Ensure all incoming visiting company technical crews receive a Health & Safety induction upon arrival and before commencing work
- Produce and adhere to adequate up to date risk assessments for shows, performance spaces and technical activities and make available to all staff, support staff and visiting companies

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- Act as Duty Technician as and when required, including leading the evacuation of the building in the event of an emergency, compiling Duty Technician reports and flagging building issues to the Building & Facilities Manager
- Act as appointed first aider, fire marshal and key holder for the building (training provided)

**Staff Management**

- Assist the Technical & Production Manager with recruitment, inductions and regular appraisals Notify the Technical & Production Manager and Chief Operating Officer 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 Technical & Production Manager to book external training as required
- Assist the Technical & Production Manager in recruiting and managing a pool of casual technical staff, ensuring they have the necessary skills and experience to cover the duties required within the artistic programme
- Ensure that effective communication is maintained between all technical staff and with other operational departments

**Maintenance**

- Work with the Technical & Production Manager to plan regular preventative maintenance of access, lighting, sound, projection and AV equipment and technical infrastructure across the building.
- Review any potential capital purchases with the Technical & Production Manager
- Provide staff to assist the Building & Facilities Manager with wider building maintenance where appropriate

**General**

- Support the aims and objectives of Soho Theatre, both internally and externally including promoting diversity in the work place and cultivating an inclusive work environment
- Attend programming and diary meetings and other internal meetings as required
- Uphold Soho Theatre's policies, including equal opportunities, access and diversity
- Be fully aware of the theatre's activities and programme of events at all times
- Undertake any other duties as may be appropriate to the nature of the post, and as agreed with the Technical & Production Manager

**This is a guide to the nature of the work required of the role. As a new role, it is not wholly comprehensive or restrictive, will evolve with the postholder, and may be reviewed with the post holder and the line manager from time to time.**

**Person Specification**

**Qualities**

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- The ability to work successfully in an energetic and dynamic 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 requires evening and weekend work
- Willingness and ability to work unsupervised and with initiative
- Highly organised and self-motivated
- Strong interpersonal skills, with the nous to engage with a wide range of personalities from different backgrounds in a clear and effective manner
- An interest in, and enthusiasm for, theatre, comedy and cabaret
- Friendly and approachable, with an interest in and inclusive approach to meeting new people
- Willing to contribute to interpreting a creative vision
- A working knowledge of the arts sector

**Essential Experience**

- Taking responsibility for managing all technical aspects of a performance
- Managing technical teams on a day-to-day basis, including rotas and payroll, absence and holidays
- Using AutoCAD/Vectorworks, ETC systems, QLab, Allen & Heath desks and Dante networks
- Managing internal and external relationships
- Supporting a performance programme
- Working to the Health & Safety regulations relevant to theatre and live performance

**Essential Skills**

- Demonstrable technical skills (any bias welcome) with experience in venues of different scales and working on different kinds of performance
- A confident trouble-shooter
- Strong leadership and pastoral care skills, both in managing a core team and when overseeing casual staff
- High level of IT literacy, and comfortable using MS Office
- Exceptional attention to detail and time management

**Desirable Skills (not part of shortlisting process)**

- 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
- Automated Flying Systems, particularly Power Flying Hoists w/ GENESIS control system

**Terms And Conditions**

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**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 3-month probation period, working from Soho Theatre Walthamstow, 186 Hoe Street, E17 4QH

**Salary**

£34,000 per year

**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 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 health insurance
- Staff discount at Soho Theatre Bar and other local businesses
- Season ticket and Cycle to Work loans
- Seasonal flu jabs
- Training and development opportunities

**December 2024**