



TECHNICAL MANAGER

Job description

Department:	Operations
Responsible to:	Operations Director
Manages:	Venue Technicians Contractors
Contract type:	Full time, permanent
Salary:	£35,000 per year

Level 3 SMT
Level 2 Managers
Level 1 Team members

ABOUT WOOLWICH WORKS

Woolwich Works is the Royal Borough of Greenwich's landmark project to turn five historic buildings on the Royal Arsenal into a new creative district for London. Opening in 2021, the buildings will include a large events and performance space, rehearsal and performance studios, events spaces, a café and bars, and be the new home for artistic residents including internationally-renowned theatre company, *Punchdrunk*.

This job is being advertised by Woolwich Creative District Trust (the 'Trust'), a new, not-for-profit organisation founded to run Woolwich Works. Our purpose is to benefit and contribute to our community by enabling people to realise their creative potential.

ABOUT THIS JOB

The Technical Manager is the technical lead for Woolwich Works, responsible for the provision, inspection, maintenance and upkeep of all technical equipment and infrastructure, the management, training and supervision of technical support staff and the delivery of technical support and management to all users of the Trust's directly-operated buildings. They will also play an active role in supporting the Operations Director in managing the building, overseeing a small in-house team and a number of contractors.

Our buildings include a 1500m² flexible, flat floor performance and event space; five studios suitable for rehearsal, performance and recording; three rehearsal and education studios; two events, exhibition and function spaces; two large public foyers; bars; a café; an outdoor courtyard; and associated ancillary support facilities such as dressing rooms, workshops, green rooms and offices. The Technical Manager will be responsible for supporting a wide range of activities including performances, rehearsals, workshops, meetings, weddings, parties and commercial events, and maintaining our Grade II and II* listed buildings.

Is this job for you?

We're looking for an experienced venue technician with management experience, ideally with significant experience in electrics or sound, but with a solid foundation in all venue technical disciplines and good rigging experience. You'll be used to overseeing both permanent and casual staff – not only administering the department but also providing clear and meaningful leadership, management and support. You'll have solid, venue-based health and safety management experience and you'll be comfortable working safely and effectively in a flexible, multi-arts venue – including managing the technical, safety and compliance interface with visiting shows and events, and reviewing documentation. You'll be equally comfortable at a desk and on the floor, with good instincts as to where you'll be most effective at any given time.

How to apply

Please log on to our portal <https://apply.woolwich.works/> to complete our online application form no later than 23.59 on Sunday xx of xx 2021 (the 'closing date'). Please ensure you include the job reference TM – 01 on the application form. If you can't complete the form electronically, we can arrange an alternative version for posting - please contact us by phone to arrange.

Interviews for this role are expected to take place w/c xx 2021, in the first instance interviews will be online.

CVs won't be accepted as an alternative to completing the form, but if you're unable to complete a written application for any reason please either email us on jobs@woolwich.works or call (020) 8987 8097 so that we can discuss alternative arrangements for assessing your suitability for the job. However, you must do so at least one week before the closing date above.

We are receiving an incredibly high number of applications for all of our roles. We will provide specific feedback for applications, but please bear with us; we will do this as soon as we can. We will always let you know if you have been unsuccessful and we aim to stick to the time frame outlined in the job advert.

RESPONSIBILITIES

1. To be responsible for the recruitment, management, training, induction, supervision and rostering of venue technical staff, including a pool of casual venue technicians and freelance engineers.
2. To be responsible for the management and maintenance of all technical and facilities equipment and infrastructure, developing and implementing a suitable and sufficient regime for its inspection and maintenance, and ensuring statutory compliance (including in respect of Portable Appliance Testing, Electrical Inspection, Lifting Operations and Lifting Equipment Regulations (LOLER), the Provision and Use of Work Equipment Regulations (PUWER) and water hygiene).
3. To be responsible for Planned Preventative Maintenance (PPM).
4. To be responsible for the technical coordination of incoming shows and events, reviewing ground plans, rigging plans, materials and equipment specifications, risk assessments and method statements such as to ensure that the show or event can be safely and suitably accommodated within the venue.



5. To be responsible for the development, ongoing review, implementation and dissemination of risk assessments, method statements and safe systems of work within the technical and facilities areas.
6. To be a member of the Health and Safety Committee, and act as a health and safety ambassador within the organisation.
7. To be responsible for the management of maintenance contractors as determined by the Operations Director or Chief Executive.
8. To undertake practical technical management, supervision and hands-on work, overseeing get-ins, get-outs and fit-ups, rigging and operating as required.
9. To be responsible for the preparation, maintenance and management of the venue's technical specifications and any associated plans and elevations.
10. To manage fixtures, fittings and equipment procurement as required.
11. To oversee and actively administer the Asset Register.
12. To ensure good internal communication between the technical and facilities teams and other departments, actively contributing information to the venue and event management application and attending Operations Meetings, Staff Meetings and event / production meetings as required.
13. To ensure that the technical team provides a high standard of customer service to internal and external clients and the general public, working in line with the Woolwich Works Competency Framework and with a positive and proactive culture.
14. To contribute to our *Step-Up* programme by:
 - a. developing and delivering learning and development relevant to your skills and expertise and mentoring and coaching other team members and members of the local creative community and other creative organisations;
 - b. leveraging relationships with contacts, partners and peer organisations to deliver learning, development and work experience opportunities.

General responsibilities

1. To champion and promote the values and behaviours set out in the Woolwich Works Competency Framework, promoting diversity and inclusion and acting as an ambassador for the Trust and the borough.
2. To act as a first aider, fire marshal or Duty Manager if required by the Operations Director or Chief Executive.
3. To accommodate, support and encourage work experience placements, interns and apprentices.
4. To work safely and encourage and require others to work safely, in accordance with the Woolwich Works Health and Safety Policy and any other relevant policy or procedure.



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5. To safeguard the organisation's data, working in line with the Trust's data protection policies and in accordance with the Data Protection Act 2018.
 6. To be responsible for undertaking training and development as required to meet the needs of the organisation.
 7. To always act in the best interests of the Trust, and in line with all company policies.
 8. To undertake any other duty in line with the level of the job as may be required by the Chief Executive.
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PERSON SPECIFICATION

We'll decide whether to invite you for an interview by reviewing your application against the responsibilities above and the skills below.

Essential skills and experience

- A. Significant experience as a Technical Manager, Chief Electrician, Master Carpenter, or Deputy, in a live performance venue
- B. Significant venue and event health and safety management experience
- C. Demonstrable knowledge, skills and experience of a relevant technical discipline, preferably electrics or sound
- D. Experience of managing statutory compliance, inspections and certification, particularly with regards to LOLER, PUWER and Electricity at Work.
- E. An experienced, capable and confident people manager with high levels of emotional intelligence
- F. A positive problem-solver: flexible, adaptable and solutions-driven
- G. Contractor management experience
- H. Good written and verbal communication skills
- I. Good IT skills – confident with all Microsoft Office applications
- J. Passionate about people, communities, diversity and inclusion

Desirable skills and experience

- A. Experience of developing, implementing and managing planned preventative maintenance programmes
- B. Experience of using Artifax event management software
- C. Computer Aided Design (CAD) skills
- D. NEBOSH General Certificate, IOSH Managing Safely qualification or equivalent
- E. National Rigging Certificate Level 2 or 3



- F. First Aid at Work qualification
- G. An in-depth knowledge of the Royal Borough of Greenwich

If we invite you for an interview, we'll explore your suitability for the job based on the contents of your application, this job description and our Competency Framework.

CONDITIONS

Hours: Basic hours: 45 per week on average, scheduled on a flexible rota over five of seven days (including evening and weekend working).

You may be required to work hours in excess of your normal working hours. Any overtime or overnight working must be authorised in writing in advance by the Operations Director.

For the purposes of calculating pay for overtime, hours will be calculated on a monthly basis as a weekly average and you will be entitled to paid overtime for any hours worked over an average 195 hours per pay month.

Overtime and overnight working will be paid at the following rates:

- Time-and-a-half per hour for any additional hours worked above the calculated average 45 hours per week (payable pro rata per 15 minutes or part thereof)
- Double time per hour for each hour worked between the hours of 11.30pm and 7.30am (payable pro rata per 15 minutes or part thereof). Such double time hours will not be included in the calculation of average hours worked for the purposes of the overtime calculation and hours paid at double time cannot be subject to a further overtime multiplier.

If you are required to work on a Bank or Public Holiday, you may either be given a day off in lieu without further payment, or paid at double time as overtime at the Operations Director's discretion.

Location: You'll be based in Woolwich, south east London. The exact location will be subject to change during your employment. We may require you to work elsewhere or travel within the UK as part of your job.

Probationary period: Six months

Notice period: Prior to receiving written confirmation of the satisfactory completion of the probationary period, either you or the Trust can terminate employment by giving one month's notice in writing.

Following satisfactory completion of the probationary period, the notice period will be four months.



DBS check: You must tell us about any unspent criminal convictions when applying for this job, and undertake an enhanced Disclosure and Barring Service ('DBS') check if appointed (and at least annually thereafter). Having a criminal record will not necessarily bar you from working with us, but we will consider the nature of any disclosed convictions and their relevance to the job and the Trust. If you don't disclose information relating to unspent convictions, we'll withdraw any offer of employment that we may subsequently make, or terminate your employment.

References and right to work: Any offer of employment will be subject to the receipt of two satisfactory, written references, one of which must be from your most recent employer or professional contact. You must have the legal right to work in the UK.

From the Royal Borough of Greenwich, for everyone.

Founder:

