** The Hope Theatre**

**TECHNICAL MANAGER: JOB DESCRIPTION**

**TIME:** 10 hours per week usually split over 2 afternoons,12:00pm to 5:00pm.

**LOCATION:** Based at The Hope Theatre, 207 Upper Street, London N1 1RL or working from home depending on Government guidelines.

**PAY:** Freelance contract. Paid in arrears at £468.00pcm on receipt of invoice

**REPORTING:** Reports to the Artistic Director

**PROBATIONARY PERIOD:** 3 months

**NOTICE PERIOD:** 1 month

The Hope Theatre is looking for a positive, hands-on and passionate individual who is ambitious and enthusiastic about theatre. This is a fantastic freelance position that will allow the right candidate to develop management skills and our technical department.

**Responsibilities include:**

* Managing a team of Technical Casuals including scheduling/distributing shifts.
* Get In/Get Out absence cover including on-call trouble-shooting during show runs.
* Attendance at weekly staff meeting
* Theatre and technical maintenance
* Google calendar/Email management
* Keeping track of in-house consumables e.g. lamps, fuses, components for dimmer maintenance and cable maintenance.
* Liaising with incoming companies, regarding use of rig, lamps, their LX Plan, any proposed extra equipment and their proposed power draw.
* Monitoring of Show Reports and responding on behalf of the venue to any technical matters raised therein.
* Strong management of the fire regulations at venue including ensuring that all visiting companies are aware of the Fire Exits and management of them.
* Annual PAT testing/arrangement
* LX programming for shorter runs
* Maintaining equipment documentation; records of inventory, purchase dates, maintenance and repairs
* Where venue budget allows and in liaison with the Artistic Director, making improvements/upgrades to theatre's systems and equipment.
* Advising Artistic Director team on all technical matters to ensure smooth running of venue.
* Updating venue Technical Specification and ensuring equipment matches at all times.

In addition to the above the Technical Manager will assist the Artistic Director team in any other tasks in order to assist in the smooth running of The Hope Theatre.

**Skills and Experience:**

* Enthusiastic, hard-working and self-motivated.
* A strong understanding of lighting and sound systems. Our kit is not complex.
* Knowledge and experience of a variety of LX desks including Jester is desirable - including programming and maintenance.
* Ability to wire 13amp, 15amp and IEC plugs and sockets essential.
* Ability to solder, repair 3 and 5 pin signal cable, replace dimmer TRIACS an advantage.
* Experience of dimmer maintenance is desirable
* Excellent communication skills and customer service.
* Works well individually and within a team.
* Thoughtful, positive and hands-on approach towards problem solving.
* Demonstrates a potential and a passion for theatre.

The position is flexible and other tasks and duties may arise from the development of the role and the input of the candidate. The Technical Manager may also take on additional paid Get In/Get Out shifts.

**To apply please submit a CV and cover letter (no more than 2 pages of A4) to**

**info@thehopetheatre.com****by Monday 23 November, 12pm. Please pay close attention to the above job description and detail why you’re passionate about The Hope Theatre.**

**Online interviews will be held on: Friday 27 November 2020**