

**TECHNICAL SUPERVISOR**  
**JOB DESCRIPTION**



**THE GARAGE**  
NORWICH

<b>SALARY</b>	£21,000 - £27,780 (depending on experience)
<b>CONTRACT TYPE</b>	Full time
<b>HOURS &amp; LOCATION</b>	40 hours per week, exact times to be agreed and will vary.  The post will include regular evening and weekend work which should be factored into the 40-hour week; should this be exceeded; Time Off in Lieu will be given for any additional hours worked.  The position is based at The Garage but will involve some travel across the region and working at partner sites.
<b>LEAVE</b>	4 weeks per year + Bank Holidays.
<b>PROBATIONARY PERIOD</b>	6 months
<b>REPORTING TO</b>	General Manager
<b>DESCRIPTION OF ROLE</b>	The Technical Supervisor will support The Garage's ambition by providing technical services for performance for The Garage and across events run by The Garage Trust. There will also be responsibility for maintenance duties as required. The ideal candidate will have a demonstrable knowledge of sound and lighting operation, implementation of safe working practices, general building maintenance and an interest in supporting young people to experience working in theatre.
<b>TO EXPRESS INTEREST</b>	Please email your completed application form and a supporting letter (no longer than one side of A4) detailing your interest in the position and how you feel you meet the specification to <a href="mailto:recruitment@thegarage.org.uk">recruitment@thegarage.org.uk</a> by 9 <sup>th</sup> September at 12:00pm, CVs will not be accepted.  Please note, this post will be subject to Enhanced Disclosure and Barring Service check.

## MAIN DUTIES

### PRODUCTIONS AND EVENTS

- To ensure the day to day operation and activities relating to the technical operation of the theatre is planned and executed professionally and efficiently.
- To maintain, buy or hire equipment for the artistic programme according the scheduling, budget and technical needs of the theatre.
- Communicate effectively with incoming companies regarding show requirements, ensuring rider responses are completed and effectively distributed to all relevant parties.
- Ensure all visiting companies/ productions to the theatre are professionally supported, including management of get-ins, shows and get-outs; delivering a high standard of customer service.
- Effectively manage the maintenance of all technical facilities and equipment
- Provide technical operation in productions and events both internally and outside the venue
- Support touring productions to present to a high standard and make full use of available facilities.
- Seek and devise methods to minimise the environmental impact of the business.
- To line manage the technical team.
- To schedule and supervise all technical staff making best use of their time and keeping an accurate record of hours worked.
- To promote good working practices and maintaining high production values within the Department.
- To ensure that staff are up to date with all relevant building related policies and procedures, that all maintenance and service contracts are in place and inform the General Manager of any changes legally or operationally that may be required.
- To ensure that appropriate staffing cover is arranged for any holiday periods in advance.

### Health and Safety

- Monitor technical safety procedures, and provide staff training where necessary
- Assist with maintenance of technical equipment
- Help create, understand and adhere to technical risk assessments for any significant risk in the workplace
- Ensure continuous monitoring of technical safety procedures and maintenance of all technical equipment requiring inspection and certification for licensing and insurance purposes.
- Ensure a safe working environment in technical areas and in other departments as requested

## **GENERAL DUTIES, BUILDING MAINTENANCE AND HOUSEKEEPING**

- Assist with general building and systems maintenance for The Garage's premises
- Assist with general housekeeping
- Assist with studio setup, particularly with regards to technical requirements
- Undertake practical maintenance tasks including painting, basic carpentry and plumbing, etc.
- Correctly open and close the building when required, including locking and unlocking, enabling and disabling the alarm systems
- Support other members of The Garage team in the effective and safe delivery of projects, events and performances
- Ensure that The Garage is clean and tidy at all times
- Staff the reception desk when needed
- Assist in keeping notice boards up to date
- Participate in CPD with the wider team at The Garage
- To work in accordance with all Garage policies including: Health & Safety; Data Protection; Child Protection and Equal Opportunities
- To serve as an ambassador for The Garage
- Undertake duties that relate to the smooth running of The Garage
- Other duties as agreed from time to time

## PERSON SPECIFICATION

### ATTRIBUTES

A commitment to The Garage aims, particularly developing best practice in safeguarding and work for, by and with young people from all backgrounds alongside a commitment to high quality artistic experiences

A commitment to developing the organisations people, resources and procedures to ensure optimal delivery of the organisations vision and mission

### SKILLS

#### Essential:

- Technical theatre knowledge
- Awareness of current appropriate health and safety regulations
- Ability to work on own initiative and as part of a team
- Patience and diplomacy when working with a variety of client groups, particularly in relation to vulnerable users of the building
- Good ICT and organisational skills
- Good communication skills, demonstrating the ability to work effectively with a variety of people including staff, young people, visiting and resident professionals and the general public.
- Ability to work flexible hours, including evenings and weekends.
- Conscientious approach towards venue security, locking up and operation of the alarm systems

#### Desirable:

- Qualification in technical theatre crafts
- Skills in building maintenance
- Knowledge of and skills in the operation of modern lighting and sound control systems
- Experience of working with young people