

**PLAY
TO THE
CROWD**

Arts & Education Charity
Winchester



Join the family

**Job Pack:
Technical Manager**



“The team at the theatre are organised, professional, and very welcoming. We felt at home.”



“I can't imagine our community without Theatre Royal Winchester, the extraordinary Hat Fair or Playmakers.”



Hello and welcome

We are delighted you are interested in coming to work with us at Play to the Crowd.

We are a fantastic arts and education charity based in Winchester, Hampshire, with a friendly, committed core team of about 25 people with a further 25 or so in the broader casual team as well as many volunteers.

People say they love working with us because they feel part of a family and everyone pulls together in a supportive environment to make wonderful, memorable experiences for our audiences and participants.

Contents

- About this role and about you
- What you will do
- What you will bring
- Other stuff and how to apply
- About Us
- Our Vision and Values
- Our Personality

About this role

This is a full-time, permanent position (36 hours per week) with a salary scale of £34,413 – £38,934 (pp20–25). Any overtime is payable at single time.

The Technical Manager leads a small, skilled technical team and is responsible for delivering high-quality technical support across all of Play to the Crowd's activities. This includes events within our theatre, our community engagement projects, and our renowned Outdoor Arts festival, Hat Fair.

The role involves ensuring the smooth and safe operation of all technical services across the organisation, particularly in supporting visiting companies and artists. The Technical Manager plays a key part in upholding a welcoming, professional, and creative environment for all those who present work on our stages.

This position also involves maintaining backstage and auditorium spaces to a high standard, including ensuring that dressing rooms are clean, tidy, and ready for each new occupant. Attention to safety, sightlines, and technical excellence is central to the role, as is the ability to collaborate effectively with colleagues from across the organisation to meet a wide range of technical needs.

About you

You will be passionate about your work and will always strive for the highest standards. You will be enthusiastic and dedicated. You will be personable and proactive and keen to provide a first class welcome and service to all our visiting companies and artists. You will want to support and develop your team to become better technicians and you will have the all-round technical ability and experience to act as a role model for the team.



What you will do

Management and Administration

- Line manage the technical team including permanent salaried Technicians and casually employed staff, ensuring rotas and time sheets are maintained accurately.
- Take responsibility for the appropriate recruitment and training of the technical team.
- Take responsibility for ensuring the health and safety of back stage and on stage areas and activity as well as contributing to health and safety policies and procedures across the whole of Play to the Crowd
- Ensure timely communications with visiting companies take place to enable seamless delivery of the events with the highest possible production values.
- Ensure riders and risk assessments are collated and disseminated as appropriate and in good time.
- Communicate with the wider Play to the Crowd team and actively participate in organisational management including that relating to health and safety, business plan implementation and operations.
- Maintain oversight of the budget and manage costs accordingly and as efficiently as possible. Ensure contras and recharges are administrated accurately and fully to maximise the revenue for the organisation.
- Ensure the website and venue technical specification document are kept up to date in terms of technical and associated information for visiting companies

Technical Operations

- Programme and operate lighting, sound and AV equipment.
- Ensure the safe flying and operation of the double purchase counterweight system and the safety curtain.
- Lead stage management functions as necessary for events at the theatre and for other venues or projects.
- Lead and facilitate the smooth running of pre-rigs, load-ins, fit ups, get outs and shows, in line with health and safety legislation and the requirements of the visiting company and ensure adequate expertise is available to lead these activities when you are not on duty.

“Play to the Crowd offers glorious theatrical opportunities and experiences that enrich us all.”



What you will do

Technical Operations cont.

- Actively work with the freelance creative team for our annual pantomime to deliver a first class production with excellent production values.
- Lead the provision of technical services for Hat Fair Outdoor Arts Festival and other events staged off site.
- Ensure the necessary stock of consumables and equipment is maintained, hiring in if necessary, and that stage and back stage areas remain clean, tidy and organised at all times.

Maintenance, Health and Safety and Best Practice

- Ensure that the electrical installation within the venue is safe and that faults are dealt with promptly.
- Service, maintain and install electrical materials/equipment in line with Institute of Electrical Engineers Regulations.
- Manage, create and regularly review the organisation's technical risk assessments including assessing those from visiting companies.
- Liaise with outside contractors where appropriate, ensuring that all work is carried out to the highest possible standards and in line with Health & Safety requirements and legislation.
- Implement and comply with the organisation's Health & Safety Policy, maintaining the safest possible environment for your colleagues, visiting companies and customers.
- Ensure that only qualified, trained and experienced personnel are allowed to operate electrical equipment or flying equipment within the venue and that they adhere to the organisation's Health & Safety Policy and current legislation.
- Ensure that the required regular inspections of electrical and other equipment within the venue takes place in a timely fashion and carry out PAT testing in line with health and safety legislative requirements.
- Manage periodic (as per legislation) inspections, servicing and repairs of working at height equipment, electrical installations of fixed wiring, LOLER, PAT, Orchestra Pit mechanism and ensure all auditorium and backstage maintenance is carried out as needed



What you will do

General

- Champion the organisation's values - Passionate, Inclusive, Kind - and act as an advocate for the organisation with the public, visiting companies and key stakeholders
- Ensure the very best proactive welcome is offered to all who engage with the organisation and that people feel excellently supported while working with the organisation.
- Adhere to organisational policies and procedures and carry out all tasks to the highest standards in accordance with best practice.
- Actively support the organisation's action plans in respect of inclusion and equality.
- Participate in training and other forms of staff and team development.
- Act as a key holder for the organisation.
- Undertake such other tasks as directed by the Management of Play to the Crowd.



“We love the cultural richness brought to Winchester from Play to the Crowd. Long may it continue”

What you will bring

Knowledge, experience and skills

Essential

- Experience as a lead technician in a receiving house and of managing people in that context
- A minimum of 4 years professional experience as a theatre technician
- Able to demonstrate strong all-round skills in the main theatre disciplines of lighting, sound, flying and audio visual technology
- Able to demonstrate competent skills in Stage Management
- Able to work flexible hours, including regular evenings, and weekends as required
- Understanding and implementing best practice of Health and Safety to IOSH standard
- Theatre equipment maintenance skills
- Able to operate and programme an ETC Ion XE lighting desk or similar AND/OR ability to operate and manage a Yamaha DM7 Digital Sound Desk or similar
- Ability to work at heights
- Resourceful and innovative
- Strong and proactive communication skills
- Understanding of budgets and cost control

- Microsoft Office and SharePoint literate and demonstrable administration skills
- Experience in managing time effectively
- Customer focussed and service orientated
- Numeracy skills (GCSE or equivalent)

Desirable

- Electrical qualification
- Portable Appliance Testing qualification
- IOSH/NEBOSH qualification
- First Aid qualification
- Experience of Outdoor Arts



What you will bring

Personal Qualities

- Passion for the arts
- Imagination and creativity
- Confidence in working with a diverse range of people
- Welcoming and inclusive personality
- Proactive problem solver
- Can do attitude
- Willingness to learn
- Must be physically fit

In addition to a commitment to the values, aims and objectives of Play to the Crowd, candidates should be able to show clear evidence of how their knowledge/skills/experiences match the Person Specification and support delivery of the Job Description in their application.



“All the staff are so lovely friendly and welcoming”

Job details

Job title: Technical Manager

Reports to: Business and Operations Director

Line manages: Full time, part time and casual technicians

Contract: Permanent, full time

Salary: Basic Salary Scale £34,413 - £38,934 (pp20-25), any overtime payable at single time

Hours: 36 hours per week

Location: Theatre Royal Winchester, Winchester, Hampshire

Holiday: 25 days annual holiday plus bank holidays, increasing by 1 day a year up to 30 days plus bank holidays (pro-rata for part-time employees)

Benefits:

- Contributory pension
- Employee Assistance Programme
- Access to complimentary theatre tickets
- Free membership of Play to the Crowd
- Bar discounts

How to apply

Please download an application form from playtothecrowd.co.uk/jobs

If you want to know more or for an informal chat about the role please contact dan@playtothecrowd.co.uk

Play to the Crowd is an equal opportunities employer and welcomes applications from people from the widest possible diversity of backgrounds, cultures and experiences.



About us

Play to the Crowd is an arts and education charity which consists of:

- **Theatre Royal Winchester**, our lovely 400 seat heritage theatre with a busy, diverse programme and our own annual pantomime production.
- **Hat Fair**, our famous International Outdoor Arts Festival.
- **Playmakers**, all our creative participatory work with and for young people and communities.

The charity also has a wholly owned trading subsidiary called – wait for it – Trade to the Crowd!

We are proud to connect with over 150,000 people each year and turnover approximately £2m a year of which over 90% is earned or fundraised income.

Our vision and values

We exist to **delight** and **unite**.

We do this by inspiring people to connect with and participate in live performance - indoors and out - by inviting them to escape from the ordinary and discover a lifelong love of the performing arts.

We believe in...

- Bringing people together in wonder
- The power and value of live performance
- Nurturing talent – providing Performing Arts education and creative skills development for all
- Improving lives through participation



Our personality

**PLAY
TO THE
CROWD**

Arts & Education Charity
Winchester

Friendly

Warm, relaxed,
relationship-building, ready
to have fun along the way.

Bold

Getting out there,
getting involved, standing
up for what's right.

Collabrative

Always open to working
together, listening and
acting respectfully.

incorporating

**THEATRE
ROYAL
WINCHESTER**

**HAT
FAIR**

PLAYMAKERS

Approachable

Expansive, amiable,
inviting all-comers, the
opposite of elitist

Cheeky

A little bit naughty yet
always nice, full of life
and gentle irreverence

Playful

A provider of fun and
frolic, we believe in play.

Vibrant

Buzzing, alive, colourful;
full of interest, excitement
and enthusiasm

Expressive

Unselfconscious,
creative, committed and
always captivating

Curious

Our creativity will be
invitational, intriguing and
inquisitive

Sociable

Meeting people and
making them happy,
one-on-one or whole
crowds

Intriguing

Mystery and excitement
that draws people in,
often new, always original

Open

Our practice will be
transparent, accessible
and shared.

“The team were so warm,
friendly and first rate. They
made the day so easy”





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