

Job Description: Technical and Production Manager

Key Information

Department	Technical and Production
Responsible to	Artistic Director/Joint CEO
Manages	Head of Technical, Head of Wardrobe, Senior Technician, Technician
Key relationships	Executive Director/Joint CEO, Company Stage Manager, Operations Manager, Facilities Manager, Outreach Director, Finance Director, Head of Wardrobe, freelance/casual technical staff
Contract	Nominal average weekly hours are 40 excluding meal breaks. In addition, you will be required to work such hours and/or days, including evenings, weekends and public holidays, or as are needed to fulfil the requirements of the position.
Location	The Watermill Theatre, Bagnor, Newbury, RG20 8AE
Salary	£35,000-£40,000 per annum, depending on experience
Benefits	Free onsite parking, discount in restaurant and bar, two complimentary tickets per production
Pension	Contributions to Employer's Workplace Pension Scheme (5%)
Annual leave	5.6 weeks including public holidays

Purpose of the role

- To lead and manage the Technical and Production team in creating and delivering c10 shows for The Watermill stage every year, along with co-productions, tours, transfers and Outreach projects.
- To be responsible for scheduling, planning and financial management within the department,
- To work closely with the creative and in house teams to ensure the highest technical and artistic standards are achieved within the allocated resources.
- Lead and manage Health and Safety
- Embed environmentally sustainable approaches into the production process

- Nurture and support new and emerging theatre makers and technicians and show a commitment to fostering a positive and inclusive culture.

Duties and Responsibilities

Individual Responsibilities

Planning and Oversight

- Work closely with the Artistic Director/Joint CEO and Executive Director/Joint CEO to ensure that future seasons are scheduled within agreed parameters, make best use of department resources and identify issues in good time.
- Agree, manage and strictly control the annual production department budget, abiding by the company's financial systems.
- Create and implement policies and plans for the department and ensure they are regularly updated, compliant, clearly communicated and fit for purpose.
- Establish and communicate production parameters and schedules, ensuring appropriate staffing is in place to deliver every aspect of the production process.

Production

- Write and distribute the technical schedule for the production week.
- Manage liaison between creative teams and production staff ensuring effective planning, budgeting, scheduling and realisation of designs.
- Lead production meetings, attend rehearsals when appropriate and oversee technical rehearsals, get-ins, get-outs and performances as required.
- Ensure production risk assessments are carried out, circulated and acted upon.
- Ensure productions comply with current Health & Safety and licensing requirements, such as fire regulations, LOLER, PUWER, COSHH and CDM.
- Lead on sustainability and environmental responsibility in relation to the production process.

Health and Safety

- Lead and manage the delivery of Health and Safety in relation to the production process, implementing proper practices and ensuring all statutory requirements are met.
- Ensure all production-related work is safe and complies with current entertainment licensing, fire, building and Health and Safety legislation.
- Ensure that risk assessments and method statements relevant to the production department as well as individual show risk assessments are in place, communicated and acted upon.
- Lead on Construction Design and Management Regulations (CDM) 2015 compliance and implementation.
- Ensure the health, safety and wellbeing of all technical and production staff and freelancers, acting companies and contractors in the theatre.

- Ensure the maintenance and safety of all machinery, vehicles and technical equipment used by the theatre.
- Ensure all maintenance and training records relevant to the department are completed and communicated to staff.
- Ensure that all shows are designed in accordance with the ABTT Technical Standards for Places of Entertainment.

Human Resources

- Line manage the Head of Technical, Head of Wardrobe, Senior Technician and Technician as well as overseeing the work of freelancers eg sound operators, including the approval of accurate timesheets within budget.
- Manage the recruitment of permanent, casual and freelance production staff in conjunction with the Operations Manager.
- Monitor and co-ordinate the provision of training and staff development for all production staff.
- Manage staff schedules ensuring cost efficient rostering and use of overtime.
- Establish and maintain clear and effective departmental policies and procedures for key activities.

Building and Equipment Maintenance

- To develop the organisation's equipment and electrical installation maintenance processes; ensuring that all equipment is well maintained and PAT Tested at appropriate intervals.
- To suggest upgrades and new equipment with costings where appropriate and to ensure service records and manuals are retained and updated.
- To manage maintenance issues, ensuring the good repair of the theatre, performance space, and contribute to any upgrade works, as required.
- To keep abreast of changing technology and to advise the company on future developments.
- To ensure that all storage spaces are kept tidy and in good condition.
- To oversee the inspection of rigging and lifting equipment in accordance with LOLER regulations.
- To maintain and develop good relations with local and national suppliers, seeking out competitive deals for hires and equipment.

Sustainability

- Oversee and lead on the delivery of The Watermill's Environmental Policy, ensuring we continue to work sustainably, striving to reduce energy consumption throughout the production process and across the organisation.
- Promote active involvement in industry wide and local initiatives around sustainability.
- Collaborate with the Facilities Manager, Operations Manager and Finance Director to record and monitor data on environmental impact.

General

- Act as a keyholder for the buildings.
- Keep apprised of developments in technical theatre and production practices, advise and implement changes as necessary.

- Be available on-call outside of normal opening hours and during production periods in emergency situations.
- Ensuring departmental compliance with GDPR legislation for physical and electronic records.

Organisational Commitments:

- Carrying out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.
- Undertaking relevant training and development as required.
- Driving change through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity.
- Being accountable for the safety of yourself and others, in line with our Health & Safety Policy.
- Creating a positive working environment, underpinned by the organisation's values.
- Ensuring we are collecting and using data to inform decisions, demonstrate our impact and fulfil our funding conditions.
- Complying with all legal requirements relating to the General Data Protection Regulation (GDPR).
- Contributing to our environmental sustainability goals.

This Job Description is indicative of the responsibilities and duties associated with this position. It is neither restrictive nor inclusive and The Watermill Theatre reserves the right to make reasonable changes.

Person Specification

The ideal candidate will have:

- Significant, demonstrable experience of technical theatre production including stage, lighting sound and video disciplines
- Thorough knowledge and practical experience of stage and rigging techniques
- Experience of powered stage machinery including revolves, stage lifts and motors
- Experience of working and collaborating with creative teams with the ability to interpret design concepts into an achievable outcome
- Ability to interpret and work from technical drawings
- Proven ability to lead, manage, motivate and nurture people with a commitment to supporting greater inclusivity and diversity in the workforce
- Experience of managing budgets and working within financial parameters
- Excellent communication, negotiation and planning skills
- Able to work under pressure, prioritise a complex workload and deliver to deadlines
- Positive and proactive in approach with a calm and diplomatic manner
- Ability to comfortably work at height
- Computer literate and practical experience in using Word, Excel (or equivalent) and AutoCAD or Vectorworks

- Excellent understanding of managing Health and Safety issues, including CDM, LOLER, PUWER and practical experience of H&S delivery for technical and production departments
- Knowledge of and commitment to environmentally sustainable production processes

Submitting Your Application

How To Apply

Your application should include:

- Your CV.
- Your cover letter (no longer than 3 sides), explaining why you want to work for The Watermill and how you meet the person specification
- A completed Equal Opportunities monitoring form (details below)

Please send your application to Emily Beck (Theatre Administrator) via admin@watermill.org.uk or via the address below:

Theatre Administrator
Watermill Theatre and Restaurant
Bagnor
Newbury
RG20 8AE

When forming our shortlist for interview, all applications will be considered anonymously, and your name and any names of employers will be redacted from your supporting statement and CV. Our selection panel will only have access to these details once you have been invited to interview.

Closing date for applications Midday on 5th August 2024

Interviews w/c 12th August

For further information about the organisation, please take a look at our [Working at The Watermill](#) guide.

Equal Opportunities

The Watermill Theatre is committed to equal opportunities for all. We believe that a diversity of perspectives enriches our work and we have an equality of opportunity approach that aspires to give everyone the chance to achieve their potential.

[Please find our Equal Opportunities monitoring form here.](#) This information will be used to enable us to continue to develop policies and procedures regarding diversity and to submit required data to our funders. The information you supply will not be

made available to anyone, including recruiting managers, in any form other than anonymous data.

We are a Disability Confident Committed employer and will guarantee an interview to any applicant who self-identifies as deaf or disabled, or from a Global Majority background, and meets the Essential Criteria. If you regard yourself as having these characteristics, please state so clearly on your cover letter.

If we can support your application by offering the pack in an alternative format, please do let us know by contacting admin@watermill.org.uk. Likewise, we are open to receiving applications in an alternative format eg video. We want to ensure interviews are as accessible as possible, so please do let us know in your application if there is anything we can do to support this.