

LYRIC



TECHNICAL MANAGER

**Job Description and
Application Information**

BACKGROUND

The Lyric Theatre enjoys a special place within Northern Ireland's artistic landscape. As a prolific production house, the Lyric is the beating cultural heart of Northern Ireland – inspiring and entertaining audiences with both new and established plays and helping to launch the careers of some of our most famous actors, directors, and playwrights. The Lyric is a playhouse for all. We are a shared civic space for artists and audiences alike; a creative hub for theatre-making, nurturing talent and promoting the critical role of the arts in society. Our mission is to create, entertain, and inspire.

As Northern Ireland's only full-time producing theatre, each year we produce 9 or 10 full-scale productions, 2 of which run concurrently at Christmas. We also receive visiting work from touring companies. We stage some 400 performances each year and are the largest employer of theatre practitioners in Northern Ireland. Our modern theatre opened in 2011 and consists of the 390-seat main stage and the 124-seat flexible Naughton Studio. In recent years, the theatre won 4 Irish Theatre Awards, was voted NI's most welcoming theatre, staged co-productions with the Abbey Theatre, Soho Theatre and the Dublin Theatre Festival and toured to New York, London, Glasgow, and Dublin. In 2021 we were shortlisted for Theatre of the Year in The Stage Awards.

There are two group companies. Lyric Theatre NI (The parent company) is a company limited by guarantee and a registered charity and is also the owner and operator of the theatre and the primary recipient of grant funding. Lyric Players Theatre Productions Limited is a wholly owned subsidiary of Lyric Theatre NI and is responsible for producing professional theatre productions and the operation of food and beverage operations within the theatre. The combined turnover of the two companies is in excess of £2.9 million. The two companies employ in excess of 80 employees. For more information on the Lyric Theatre, visit www.lyrictheatre.co.uk.

PURPOSE OF THE POST

The Technical Manager is a key member of the Production and Technical team. They will work alongside the Head of Production on the planning of both the in-house programme and visiting programme in both auditoria of the Lyric. They will be responsible for managing the team of Full-time, contract, and casual technicians. They will also lead on all aspects of health and safety and statutory compliance with respect to the technical operations of the theatre.

JOB TITLE

This title of this post is **Technical Manager**.

RESPONSIBLE TO

Head of Production.

RESPONSIBLE FOR

Full-time, contract, and casual technicians.

KEY RELATIONSHIPS

Production and Programming Teams; Creative Learning; FOH and Customer Services Team; Building and Facilities Team; Visiting Companies; Contractors; Finance Team.

LOCATION

The post is based at the Lyric Theatre, 55 Ridgeway Street, Belfast BT9 5FB. The successful applicant may also be required to be available to work off-site on location and on tour.

PAY SCALE

Annual Salary in the region of £28,000 to £31,000 (plus 3% pension contribution) per annum, for an exceptional candidate.

CONTRACT

The position is permanent and full-time. The notice period is 1 month.

PROBATIONARY PERIOD

The appointment will commence with a probation period of six months which may be terminated at a month's notice by either side during the period. During this time the organisation reserve the right to dismiss the employee for unsatisfactory performance without recourse to the disciplinary procedure.

ANNUAL LEAVE

24 days discretionary plus bank/public holidays (currently 11 days). There may be occasions when it is required to work on a public or bank holiday for which a day in lieu will be given.

WORKING WEEK

The standard working week will be 43 hours over 6 days however due to the nature of this position a significant degree of flexibility is required from the post holder to meet the demands of the theatre's production schedule.

It is recognised that there may be circumstances where the number of hours outside of a normal working week becomes excessive. In those circumstances time off in lieu will be granted at the discretion of your line manager. Evening and weekend work is an inherent part of this job. Time off in lieu will be granted for any work done on a statutory holiday.

MAIN DUTIES AND RESPONSIBILITIES

Productions & Management

- To ensure that all Lyric Production's and visiting companies' production teams feel welcome, engaged, and receive the highest level of technical support available;
- To ensure that all productions which take place in either of the Lyric's auditoria achieve the highest possible standard within the available resources of the organisation;
- To attend and contribute to production meetings as required;
- To attend and support rehearsals as required, including room set up, temporary staging, PA and sound playback;
- To line manage the technical team.

Operational and Financial

- In conjunction with the Head of Production, to prepare staff schedules and rotas to meet the needs of the theatre;
- To ensure that all production and technical work taking place is appropriately planned and staffed;
- To liaise with visiting companies to determine their technical needs and staffing requirements;
- To ensure that all performance spaces, rehearsal spaces, workshops, gantries, and other working spaces are well maintained;
- To manage the inventory of technical equipment across all spaces and to ensure that repairs and maintenance of equipment is carried out in a timely manner;
- To ensure that all technical specifications are kept up to date and correctly distributed to creative team members and visiting companies;
- To manage the planned preventative maintenance of all theatre plant and equipment and to oversee and record all periodic thorough examinations and inspections of equipment as required by regulation;
- To maintain a register of all technical equipment and to ensure that any asset disposals are correctly recorded;
- To plan for the upgrading of technical equipment, and to maintain a register of potential capital projects which can be acted upon when funding opportunities present themselves;
- To ensure that correct procurement procedures are always followed;
- To ensure that all out-of-hours working sessions are appropriately staffed to ensure fire compliance;
- To ensure that all production companies, in-house and visiting, are appropriately briefed with respect to health and safety, first-aid, and fire responsibilities;
- To ensure that all performance spaces and working spaces are maintained at a comfortable level of temperature and ventilation and to act, when necessary, on the theatres' Building Management System;
- To manage the theatre's Building Management System to achieve energy efficiency and savings in so far as is reasonably practicable;
- To manage the technical departments consumables budget;
- To maintain and develop good relationships with local and national suppliers to procure sales and hire deals on the best terms economically and with consideration of environmental sustainability.

Health & Safety

- To support the Head of Production to ensure health and safety compliance across the organisation and to champion good health and safety practices;
- To lead on Health and Safety within the theatre and to ensure adherence to health and safety compliance in all performance spaces;
- To ensure that all technical and performance operations are carried out in compliance with relevant health and safety legislation and within the parameters of the organisations health and safety policy;
- To ensure that technical department and technical area risk assessments are carried out and distributed to all production teams and visiting companies;
- To undertake assigned training within the organisations Health and Safety training portal;
- To develop and plan training programmes for members of the technical team;
- To comply with all relevant legislation including the promotion of a positive health and safety culture within the production team;
- To be active in the continued development and delivery of a safe and healthy workplace including the development of safe and efficient systems of working;
- To keep abreast of current developments in health and safety;
- To remain current with industry best practices.

Other

- To always observe the strictest confidentiality;
- To comply with the theatre's policies and practices on health and safety, and equal opportunities;
- To attend staff meetings and department meetings as required;
- To work for the benefit of the whole organisation;
- Any other duties that may reasonably be required.

This list is for guidance only and is not exhaustive. The post holder will also be required to carry out other reasonable duties as required by the Head of Production

PERSONNEL SPECIFICATION

Essential Criteria

- A minimum of 3 years' professional experience in venue based technical department with a proven track record of working on theatre projects to the highest standard of artistic and production values;
- Knowledge and practical experience of production and technical techniques including set construction, rigging, lighting, sound, and projection;
- Knowledge and experience of lighting and sound setup including ETC EOS family software and QLab;
- Experience of managing budgets;
- Experience of managing a team;
- Knowledge of Health and Safety legislation and procedures including requirements under LOLER, PUWER, and COSHH;
- Fitness and stamina to fulfil the requirements of the post including the ability to work at height;
- Computer literate, fluent in the use of Excel, Word, PowerPoint, and Outlook applications.

Desirable Criteria

- CAD drafting skills (AutoCAD, VectorWorks);
- Health and Safety qualification e.g., IOSH;
- Knowledge of industry specific codes and standards e.g., ABTT Yellow Book, Theatre Green Book etc;
- First-aid training;
- Knowledge and experience of counterweight flying systems;
- Full clean driving licence.

Skills & Behaviours

- Demonstrable calm, clear leadership skills;
- The ability to act on own initiative, dealing proactively with issues that arise;
- The ability to multitask, work calmly under pressure, and meet tight deadlines consistently;
- The ability to prioritise and cope with last minute changes;
- The ability to work well within a diverse range of people at different levels;
- The ability to work with and support all other departments;
- The ability to prioritise and plan their time effectively;
- Strong interpersonal skills. The ability to manage and sustain working relationships with multiple stakeholders;
- An enthusiastic and flexible approach to work;
- An ability to remain, calm, professional and positive when working under pressure;
- The ability to nurture the skills of individuals under their supervision;
- An interest in and enthusiasm for theatre.

HOW TO APPLY

To apply, please submit your **CV** and a **Cover Letter** demonstrating how you meet the essential criteria and desirable criteria (if applicable). Included with your application should be the details of two people, not related to you, to whom reference may be obtained (including names, address, email, phone number and occupation). One of your **referees** must be your current or most recent employer. Also, a completed **Equal Opportunities Monitoring Form**, which can be downloaded from the Lyric Theatre website.

Please send your CV, Cover Letter, References and Equal Opportunities Monitoring Form to recruitment@lyrictheatre.co.uk or to The Monitoring Officer, Lyric Theatre, 55 Ridgeway Street, Belfast, BT9 5FB. Failure to complete and submit a covering letter that demonstrates how you meet the criteria will result in your application being disqualified. Canvassing will disqualify.

CLOSING DATE

The closing date for receipt of applications is **Monday 21st March 2022 at 12pm**. Late applications will not be considered.

SHORTLISTING

Only those applicants who appear, from the information provided, to be the most suitable in terms of the selection criteria may be called for interview. It is the applicant's responsibility to demonstrate clearly in their CV and Cover Letter how they satisfy the published selection criteria. Applicants must provide evidence of how they meet the selection criteria, giving examples and specifying exact dates as appropriate. All applications for employment are considered strictly on the basis of merit.

INTERVIEWS

It is proposed that interviews for this post will be held in the week commencing **28th March 2022**. If you cannot make an offered interview time, we may not be able to give you an alternative.

DISCLOSURE

1. If you are successful after shortlisting, depending on whether you will be working with children and/or vulnerable adults, you will be required to undergo an ACCESS NI check.
2. If you are required to undergo an Access NI check, a copy of their Code of Practice will be made available to you.
3. You will also be required to disclose any unspent criminal convictions as defined by The Safeguarding Vulnerable Groups NI Order 2007 & The Rehabilitation of Offenders (NI) Order 1978. The Lyric theatre has a policy on the Recruitment of Ex-Offenders which can also be made available to you.
4. Disclosure of a criminal record will not necessarily be a bar to obtaining the position within the Lyric theatre. You will, however, be asked to disclose if there is any reason why you cannot work in regulated activity with children or vulnerable adults.

The Lyric Theatre is an Equal Opportunities Employer

We particularly welcome applications from People of The Global Majority, disabled and LGBTQI+ candidates who are under-represented across the sector.