

NEWHAMPTON ARTS CENTRE

TECHNICAL MANAGER

August 2023

NAC, Dunkley Street,
Wolverhampton
WV1 4AN

T: 01902 572 090

E: admin@newhamptonarts.co.uk

TECHNICAL MANAGER

Job Purpose and Role:

To provide technical support and theatre maintenance, and act as a duty manager as required, and during periods when theatre working is not required, fulfil other site duties.

Responsible to: Site Manager (Newhampton Arts Centre)

Hours of work: 37 hours per week, will be composed of day, night and weekend shifts.

Salary: £25,544.16 per annum.

Key Responsibilities:

- ▶ To carry out technical set-up, rigging, programming and operating of events in the Arts Centre Theatre, both in lighting and sound disciplines.
- ▶ To be responsible for seating, staging set-up and maintenance.
- ▶ To liaise with site users, hirers, promoters and others on all technical matters concerning events.
- ▶ To observe and support the development of the technical assistant post.
- ▶ To be responsible for all technical equipment within the Newhampton Centre, its maintenance and use.
- ▶ To liaise with the site and facilities manager on all matters concerning theatre maintenance and costs.
- ▶ Be responsible for theatre health and safety issues.
- ▶ To advise site users, hirers and public on all matters of technical equipment.
- ▶ To ensure that all events are correctly serviced with regard to equipment.
- ▶ To act as duty manager at events when required.
- ▶ Give assistance and information to visitors to the Centre.
- ▶ Act as a representative for NAC during work hours.
- ▶ To assist with other site duties when needed including Front of House Management.
- ▶ To carry out any further relevant duties as required by the Board.
- ▶ Other duties that may be required from time to time to ensure the efficient running of Newhampton Arts Centre

Person Specification

Skills and qualities which candidates require are summarised as follows:

ESSENTIAL	DESIRABLE	DEMONSTRATED BY
Practical / technical skills	Both lighting programming and sound skills	Application form, Interview, references.
H and S knowledge	Both in electrical and crowd control.	Application form, Interview, references
Willing to work with a wide range of people.	Experience of dealing with the public	Interview, references.
Good communication skills.	Computer literacy	Interview, references.
Reliable and trustworthy.	Experience of taking responsibility	Interview, references.
Able to work alone and on own initiative	Experience of taking responsibility	Interview, references.
Commitment to equal opportunities	Interest in working in community/ arts areas.	Interview, references.

Appropriate training will be given to suitable candidates.

Terms and Conditions

1. Wages will be paid monthly by Direct Payment into a named bank account.
2. Newhampton Arts Centre will pay Employer's National Insurance Contributions.
3. Tax and National Insurance, plus any other statutory deductions (including student loan repayments), will be deducted at source.
4. Pay is reviewed annually in April of each year.
5. Pension: An auto-enrolment pension scheme is in operation with The People's Pension. Current contributions are 3% for employer and employee.
6. Holidays: 25 paid days per year, pro rata plus statutory holidays, and including Christmas and New Year site closure days. Holidays must be taken at times convenient to the running of the NAC.
7. Training: Appropriate training will be provided as necessary.
8. Probation: This contract is conditional on a satisfactory probationary period of one month.
9. Sick Pay: Absence due to sickness must be notified by 9am on the first day or as soon as possible.
10. Grievance and Disciplinary Procedures will be dealt with by Line Manager and then the CEO in the first instance. If necessary, matters can be referred to the board members responsible for staff Issues.
11. Termination of contract: Four weeks' notice of termination of contract is required on either side.
12. Security: The Employee will be responsible for looking after keys and security codes entrusted to them and will not pass these on to any unauthorised individual
13. Staff Handbook: Full conditions of employment are available in the NAC office.
14. Any offer of employment is conditional on an Enhanced Disclosure and Barring Services check.
15. NAC reserves the right to require all employees to follow specific public health guidance that may be issued by either national government or local authority.

TO APPLY:

Please obtain and complete the Job Application Form either from the NAC website or by emailing office@newhamptonarts.co.uk and return to admin@newhamptonarts.co.uk by the closing date of 5:00pm on Friday 11 August.

Shortlisted candidates will then be called to an interview and short practical assessment on TUESDAY 15TH AUGUST . Please ensure you are free for this date if you apply. Further details will be given to shortlisted candidates.

For an informal discussion of this post please email admin@newhamptonarts.co.uk with a phone number we can call you back on.



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