



Chief Technician JOB DESCRIPTION

Job Title: Chief Technician

Reports to: Head of Technical and Stage / General Manager

Appointed by: Interview Panel

Period of Appointment: 37.5 hours per week (evening and weekend working will be required)

Salary: £31,239 per annum (subject to experience & qualifications)

Purpose of Role

The Chief Technician is responsible for effectively and efficiently managing the Tyne Theatre & Opera House's stage and events operation. The role is required to ensure that all the technical aspects of the theatre's busy programme of events are met and delivered to a high standard.

The role will report to the Head of Technical and Stage and work alongside all departments.

Working hours will require flexibility and will include evening and weekends.

Key Responsibilities

- To manage the day-to-day operation and activities of the technical department
- To ensure that all requirements of visiting productions are met and executed professionally and to the highest standards
- To line manage the Senior Technician and Theatre Technician, ensuring that their time and workload is managed effectively and efficiently
- To monitor permanent staff lieu time and holidays
- To recruit and manage casual and volunteer crew
- To ensure that casual staff timesheets are signed off accurately for processing

- To complete and oversee Induction training, ongoing staff learning and development and 1 to 1 staff reviews.
 - To act as Duty Technician during events
 - To manage and monitor the Health & Safety in all backstage and on-stage areas, adhering to regulations and theatre policies and procedures
 - To manage and monitor the technical equipment to ensure it is maintained and inspected regularly and that accurate records are kept
 - To improve and develop the operational efficiency and management of the technical facilities
 - Be involved with the maintenance and understanding of the historic stage equipment including managing the team of volunteer crew
 - Be involved in the capital programme development and contribute towards the technical equipping of the venue
 - To work closely with all departments to ensure the smooth running of all events
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Role Requirements

- Experience of managing a team.
 - Experience in managing projects and maintenance programmes.
 - Knowledge of theatre technical equipment and practices.
 - IOSH qualification and sound understanding of health & safety regulations.
 - Strong verbal and written communication skills
 - Excellent time management and organisational skills
 - Ability to use initiative and be a self-starter
 - High level of attention to detail
 - Good MS Office and IT Skills
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Applications:

Closing date for applications is **9am on Monday 28th October 2024** Please complete the job application and equal opportunities forms and email to jobs@ttoh.uk with the subject line 'CHIEF TECHNICIAN'.