



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Darlington Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date, as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Technical Manager

Vacancy ID: 007584

Salary: £29,323 – £32,486 Annually

Closing Date: 04/06/2017

Benefits & Grade

Grade O

Contract Details

Permanent

Contract Hours

37 hours per week

Interview Date

19/06/2017

Job Description

Darlington Hippodrome is a 1000 seat, grade II listed Edwardian theatre. Adjacent is The Hullabaloo, a flagship theatre for children, built within the former Edwardian Fire Station. Both are owned and operated by Darlington Borough Council and are at the heart of Darlington's cultural offer and its sense of community.

This is an exciting opportunity to join the Theatre Team at a key time, as the theatres undergo a major restoration scheme funded by the Heritage Lottery Fund and Arts Council England, which will both conserve the theatres and create a thrilling new 21st Century theatre offer.

The successful candidate will manage all aspects of Darlington's performance space and have a wealth of technical knowledge of theatrical operations, acquired from experience in the industry, with a proven track record of delivering excellence in all areas of theatre presentation. A creative and dedicated professional with management experience, you will possess excellent communication and organisational skills, as well as a positive and flexible approach to problem solving.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Lynda Winstanley, Theatre Director, on 01325 406735.

An online application form and further information are available from www.darlington.gov.uk/job-vacancies. Alternatively, you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email: recruitment@xentrall.org.uk

DARLINGTON BOROUGH COUNCIL
NEIGHBOURHOOD SERVICES & RESOURCES

JOB DESCRIPTION

POST TITLE : Technical Manager

GRADE : Grade O

JOB EVALUATION NO. E3404

REPORTING RELATIONSHIP: Theatre Director

JOB PURPOSE : To lead the technical team in providing technical support for the presentation of productions, events and engagement activities at Darlington Hippodrome and The Hullabaloo, including stage, electrics, projection, sound and exhibition installation and routine maintenance of buildings and equipment. Ensuring that the highest standards of artistic quality and of customer service are offered to visitors and that the department contributes to achieving the Theatre's business plan and targets.

POST NO. D13806

PDR COMPETENCY FRAMEWORK Level 2, Core Management Competencies for all managers

MAIN DUTIES/RESPONSIBILITIES

1. To contribute to the setting and implementation of the technical budget and to ensure it contributes to the achievement of targets within the Theatre's business plan.
2. To provide monthly reports on variations against budget and targets.
3. To negotiate and agree all technical riders with visiting companies, and ensure that recharges are flagged up with them and implemented in the show settlements.
4. To be responsible for the recruitment, induction and training of technical staff, ensuring that training is recorded using the Theatre's training matrix.
5. To oversee crew calls and to ensure that all staffing resources are allocated within set budgets and that excellent production values are achieved.
6. To lead on the get-in and fit-up of shows and events, if required, including, rigging, focusing, plotting, and operation etc. of lighting and sound equipment as well as operation of the counterweight flying system and motors.
7. To ensure that the Theatre complies with all statutory and regulatory requirements relating to this area, including Health & Safety and that all relevant documentation is in place, is constantly reviewed and that a programme of training is delivered throughout the year.

8. To identify routine and planned maintenance tasks and ensure they are completed, making sure that all back of house areas are kept clean, clear and well organised and to ensure that all equipment is maintained and tested as advised.
9. Ensure quality systems are followed and appropriate service monitoring is carried out regularly.
10. Contribute to the planning process for hires, assisting and mentoring community hirers to achieve best possible production values and ensuring their requirements are documented and recharged where appropriate.
11. To assist the Theatre Director in procuring equipment and services as required achieving best value.
12. To contribute to the planning, management and execution of all in-house Theatre Productions.
13. To assist the Theatre Director in establishing and implementing security protocols.
14. To ensure that all relevant members of the technical team effectively utilise the Artifax event planning software and Spektrix box office system.
15. To maintain positive relationships with all visiting companies, across the team, in the planning stage and when the companies are in the venues.
16. To take on the role of Production Manager for engagement projects as required.
17. Ensure that the PDR process operates effectively within your team and end of year reviews are completed and submitted to the Council's timescales.
18. Manage your team in line with all the Council's policies and procedures and ensure that employees are aware of their obligations under these.
19. Behave according to the Employees' Code of Conduct and ensure that employees in your team are aware of their obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
20. Ensure that the Council's Equality agenda is implemented effectively in your team and to carry out your duties as a [manager / supervisor] and employee in line with these.
21. To fulfil your health and safety management role as detailed in both Corporate and Group Health and Safety Policies, organisational statements and procedures to ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.
22. Any other duties of a similar nature related to this post that may be required from time-to-time.

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

Date: May 2017

DARLINGTON BOROUGH COUNCIL**TECHNICAL MANAGER****NEIGHBOURHOOD SERVICES & RESOURCES****PERSON SPECIFICATION****POST NO. D13806**

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	4 GCSE's (A-C) or equivalent including English		D
2	Health and Safety qualification		D
3	Electrical qualification		D
4	PAT testing qualification		D
5	Electrical qualification		D
6	Qualification working at heights/rigging/fall arrest		D
	Experience & Knowledge		
7	Experience working in a venue/theatre technical department/touring company or similar	E	
8	Demonstrable hands on technical experience in the safe operation of rigging, counterweight flying systems and hoists, building and striking sets, staging and preparing theatre spaces for performances and events.	E	
9	Demonstrable knowledge of sound and lighting systems.	E	
10	Experience of managing operational staff including sickness absence management, disciplinary issues, recruitment and selection, induction, training and performance management.	E	
11	Experience of budget monitoring	E	
12	Experience of exhibition installation	E	
13	Demonstrable Health and Safety Knowledge and experience of protocols	E	
14	Experience of interpreting technical guidance, legislation, policy or procedures to give recommendations and advice	E	
13	Knowledge of cinema projection		D

	Skills		
14	Ability to respond to changing and conflicting priorities sometimes at short notice	E	
15	Ability to work successfully as part of a team	E	
16	Ability to communicate both orally and in writing to a wide range of audiences	E	
17	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager.	E	
18	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet strict deadlines	E	
19	IT literate, capable of using MS Word, Excel and Office packages	E	
	Personal Attributes		
20	Passionate about live performance and the arts in general	E	
21	Ability to remain calm, confident and professional in high pressure situations	E	
22	Ability to meet the physical requirements of the post	E	
23	Demonstrable interpersonal skills	E	
	Special Requirements		
24	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	
24	A flexible approach to working time arrangements to meet business requirements, including evenings, weekends and bank holidays.	E	

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is currently 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 31 days plus 8 public holidays. Youth & Community Workers entitlement is 30 days plus 8 public holidays, increasing to 35 days with 5 years continuous service.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working for equality. Applications are welcomed from all persons regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity provided they have the necessary attributes to do the job.

Part time applications

Part time applications will be considered for all posts. Further details should be sought from the recruiting manager.

Payment of Wages and Salaries

Salary paid into bank account on the last working day of the month. Casual employees are paid monthly in arrears. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a Disclosure and Barring Service (DBS) check. If this is the case an appropriate statement will appear in the recruitment advertisement.