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| **Job Description** |
| **Post title** | Production & Technical Manager |
| **JE Reference No** | N9661 |
| **Grade** | 12 |
| **Service** | Regeneration, Economy & Growth  |
| **Service Area** | Culture, Sport & Tourism |
| **Reporting to** | Service Manager- Place and Experience |
| **Location** | Any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

**Working alongside**: Culture, Sport and Tourism Management Team. Working with and across all Council Service groupings.

**Responsible for:** The management and development of the technical function at the three performance venues within the County, technical support for the Festivals programme and additional DCC events as required, and all associated staff and resources.

**Responsive to:** Elected members, Area Action Partnerships, residents, community groups, external partners and clients, artists and visiting theatre companies and internal colleagues.

* To provide advice and support to the Service and Strategic Managers on all matters relating to technical event delivery for Culture, Sport and Tourism.
* To provide leadership and management for the technical function at the Service’s three performance venues - Gala Theatre & Cinema, Empire Theatre Consett, and Bishop Auckland Town Hall (BATH), including the technical delivery of the venue’s programmes, plus technical support for the Festivals programme and additional DCC events as required.
* To oversee the production management of all major Gala productions.
* Responsibility for all Health & Safety aspects of running the stage operations at the three venues.

* To be responsible for the employees and budgets for the service area, including the delivery of commercial income targets.
* To contribute, as necessary, to the overall management and success of the service area and the organisation as a whole.
* To participate in working groups and inter-departmental teams whose work contributes towards the delivery of effective and efficient services and assists in achieving the council’s key outcomes.
* To ensure that effective working relationships are developed and maintained with internal and external partners, organisations, customers and other stakeholders.

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| **Duties and responsibilities** |

* In liaison with the Service Manager - Place and Experience, prepare and work to annual service and financial plans to deliver against both commercial and social objectives.
* To provide leadership and management for the technical department, the technical delivery of the Gala, Empire and BATH programmes, and to source technical support for the Festivals programme and DCC events as required, scheduling and allocating all technical staff, as required.
* To contribute to the success of the organisation by advising on technical requirements in wider cultural venues, playing a key senior role on the respective delivery teams, assisting with strategic planning, show planning and daily involvement in theatre operational issues.
* To actively manage and monitor the technical department’s budgets, and to manage the timely procurement of appropriate technical resources, equipment and materials for events and productions, equipment repair, maintenance and improvement.
* Manage the effective use of all technical equipment and resources held by the service, both on site at Gala, Empire, BATH and elsewhere, suggesting the most efficient methods for its use and storage, exploiting opportunities for hiring and delivering revenue and recommending suitable approaches to investment and maintenance.
* To play a key advisory role for Durham County Council on relevant working groups and other internal/external meetings, liaising with a wide range of production partners and stakeholders to deliver professional events for the County.
* To oversee the production management of all major Gala productions; working with producers and directors as required and coordinating all elements of each production to bring it to the stage at Gala. This will include all aspects of scheduling, and the sourcing of staff and companies necessary to create and supply of all aspects of the production, in a timely fashion and within the budgets specified.
* To offer creative and informed input to all aspects of the presentation of events at Gala, Empire and BATH or as part of the Festivals programme; using an up-to-date knowledge and experience of new technologies and techniques to provide solutions to technical problems.
* Responsibility for the management, supervision, direction, development and support of all technical staff required for the delivery of the theatres’ programmes, and to source technical support for the DCC festivals programme, offering support and advice as required.
* Overseeing the recruitment, selection, induction and training of all technical staff required, including assessment of the level of skills of any freelance or subcontracted staff appointed.
* Assess external training opportunities for all technical staff, undertaking internal and external training to suit the needs of the individuals and the requirements of their roles.
* Responsibility for ensuring the scheduling, supervision and monitoring of all technical staff (including annual leave and sickness absence) to ensure appropriate levels of staffing at all times.
* Overall responsibility for the monitoring and recording of all staff hours and chargeable extras used on productions to enable accurate and evidence-based recharging of incoming productions for services and equipment used and preparing (with due regard to contracts) recharge statements for processing.
* Responsibility for all Health & Safety aspects of running the stage operations at the Gala Theatre, Empire and BATH, including maintaining a safe working environment on stage and in other technical areas at all times, and ensuring that all equipment is maintained and regularly inspected.
* To be aware of, observe and contribute to all safety policies and procedures in place at Gala, Empire and BATH, and any that may arrive with visiting productions, recommending and specifying improvements to the venue’s technical facilities, and ensuring the maintenance of stage equipment and machinery.
* In conjunction with Building Control and other relevant DCC agencies, complete, review, update and improve risk management within Gala, Empire and BATH on a regular basis, to take into account changes in equipment, personnel, productions etc.
* To oversee the safe and appropriate operation and use of all the theatres’ systems and technical equipment and ensure that any equipment brought into DCC theatres by visiting companies is fit for purpose, is documented as required and is rigged operated or used appropriately and correctly.
* Ensure that all users of the venues receive first class technical support throughout their production in any of the performance spaces at Gala, Empire, BATH or elsewhere, as required.
* To implement change and business development opportunities, where appropriate, to ensure the ongoing success of the service.
* To provide effective management and co-ordination of all key customer service requirements across the service.
* To ensure that the service within the scope of responsibility are operated with due regard to all relevant legislation, operating guidance and best practice.
* To work closely with other employees, internal and external partners in supporting and developing policy and approaches which increase participation in Culture, Sport and Tourism.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Strategic Manager or Head of Service.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * Qualified to NVQ Level 5 or equivalent in a relevant technical qualification and substantial experience in a theatre technical department; together with significant departmental management experience.
 | * Industry electrical qualifications (eg. City & Guilds 2377, 2391, 2400, 2381, 2360).
* A Stage Management / Technical Production qualification.
* First Aid at Work qualification.
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| Experience | * Proven experience of leading the technical department of a professional mid-scale

venue.* Demonstrable experience of managing a team of employees and/or freelance staff at varying levels as part of event delivery structures.
* Proven ability to manage, develop, supervise and motivate people and enhance team working.
* Strong ability to manage budgets and financial information.
* Significant experience in the management and delivery of a busy events programme.
* Skills to take the lead and control large events, including planning processes and

delivery. | * Experience of operating Gio ETC and DigiCo

control desks.* Experience of undertaking the role of

Production Manager on theatre productions. |
| Skills & Knowledge | * A thorough knowledge of all aspects of theatre technical delivery and equipment, including an up to date knowledge and experience of sound and lighting technologies and techniques.
* A thorough knowledge of general stage techniques.
* An excellent knowledge of relevant Health & Safety legislation and practice.
* Ability to communicate verbally and in writing to a wide range of people both internally

and externally.* Knowledge and experience of IT.
 | * A thorough knowledge of the safe operation

and use of counterweight flying systems. |
| Personal Qualities | * Ability to work unsociable hours including evenings, weekends and public holidays.
* Due to the requirement to drive a County Council vehicle in this role, appointment will be subject to the production of a valid driving licence for the required category of vehicle and the satisfactory completion of an in-house Driver Induction Assessment.
 | * Be innovative in ideas development.
* Have the ability to think creatively.
* Ongoing commitment to Continuous Professional Development (CPD) and sector networking.
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