

Technical Manager

(Full Time, Permanent)

www.queens-theatre.co.uk

Closing date: Monday, 20 January 2025, 10 a.m.



Welcome

Queen's Theatre Hornchurch: where your talents find their stage.

Queen's Theatre Hornchurch (QTH) is the producing theatre serving Outer East London & South Essex, with a catchment area of 1 million+ people.

As a community hub, over 220,000 people enjoy the programme each year, including the best in home grown theatre, visiting live entertainment and inspiring community projects.

Behind the scenes, sets & costumes are lovingly created on-site by a highly skilled carpentry workshop, scenic artists, prop makers and wardrobe team.

“ We pride ourselves in being more than just a theatre, placing the local community at the heart of all we do. ”

James Watson, Acting Chief Executive

About the Role

This post will oversee and deliver first-class technical support to all Queen's Theatre Hornchurch productions & performances (produced, co-produced, visiting work and hires).

Job Title: Technical Manager

Reporting to: Interim Head of Theatre and Production

Responsible for: Technicians, Casual and Freelance Technical staff

Salary: £36,654 pro rata

Hours: 39 hours, with regular evening and weekend work, for which time off in lieu would apply.

Contract: Permanent, subject to a 6-month probationary period

Holiday: 20 days holiday pro-rata during each holiday year; this raises to 25 days with length of service; plus, public holidays. (The holiday year runs from 1 April to 31 March)

Period of Notice: 3 months



The Turn of the Screw 2024 – Photograph by: Manuel Harlan

Main Duties

- Ensure that technical aspects of all productions at Queen's Theatre Hornchurch are presented to the highest possible standards.
- Liaise with and support visiting companies so that their work is presented to the highest standard.
- Lead, develop and ensure excellent communication between the technical team.
- Assess and plan the delivery of QTH's technical needs – in production, community and fundraising activities, visiting shows and theatre hires at QTH and externally/on tour.
- Propose medium and long-term technical requirements which may need substantial investment.
- Promoting and ensure the highest level of Health and Safety across the organisation, helping develop policies and best practices.
- Ensure all production-related work is safe, complies with current entertainment licensing, fire, building and Health and Safety legislation, and take responsibility for technical risk assessments.
- Ensure annual inspections and the testing of all technical equipment.
- Ensure that the theatre's technical resources are maintained, managed, stored and used responsibly and appropriately.
- Deliver the agreed technical requirements for QTH productions within agreed budgets (including managing the Stage, LX and Sound budgets), effectively using the available physical, financial, and human resources.
- Coordinate and oversee the smooth running of Get-ins and Get-outs.
- Process weekly timesheets for all technical staff.
- Expand and develop the available pool of technical casual staff and provide training, as necessary.
- To deputise for the Head of Theatre and Production during periods of absence.



Person Specification

- Extensive technical management experience across a range of different contexts, including lighting, sound and rigging.
- Proven leadership ability with excellent people management skills, and the ability to build and lead a team.
- Collaborative skills with proven ability and experience of working with creative teams.
- Up-to-date knowledge of technical procedures and the use of technology in live performance.
- Proven track record in managing and delivering large-scale productions from a technical perspective on time and of working to and reporting on production budgets.
- A sound understanding of planning/scheduling relating to technical and production activities and staffing resource.
- Proficiency in relevant software and technical tools.
- Ability to prioritise a complex workload with strong organisational skills.
- Proven problem-solving skills including the ability to adapt to changing production requirements.
- Extensive Health and Safety background with a knowledge of its practical application within a theatre technical department.
- Commitment to staying updated on industry trends and best practices.
- Willingness to expand skills and knowledge through training and professional development.
- Good written and verbal communication skills.
- An evidenced commitment to Environmental Responsibility.



How to Apply

Application Deadline:

Monday, 20 January 2025 at 10 a.m.

Interviews:

First interview: Via Zoom on Friday, 24 January 2025.

Second interview: In-person at QTH on Thursday, 30 January 2025.

To submit your application:

Fill in our Application form and an Equal Opportunities form at:

www.queens-theatre.co.uk/about-us/qrecruit/

(applications by CV cannot be considered)

Send completed forms to: recruitment@queens-theatre.co.uk

For assistance, please email: recruitment@queens-theatre.co.uk

We want to make all opportunities at Queen's Theatre Hornchurch accessible to anyone who wants to apply.

If submitting a written application is not the best way to tell us about your skills and experience, we will accept a video recorded application via WeTransfer. We will send questions in advance of first and second round interviews to allow you time to prepare. We may ask for a task or presentation at second round interview.

If you would like an informal conversation with Gemma Compton, Interim Head of Theatre and Production, to find out more about the position, in advance of, or whilst you are considering making an application, please contact: recruitment@queens-theatre.co.uk to arrange a mutually convenient time.

Please note for interviews we will reimburse travel expenses, provide BSL interpreters and language interpreters.



Disability Confident

At Queen's Theatre Hornchurch, we are committed to promoting and protecting the physical and mental health of all our staff.

As a Disability Confident Committed Employer, we have committed to:

- Ensure our recruitment process is inclusive and accessible
- Communicating and promoting vacancies
- Offering an interview to disabled people who meet the minimum criteria for the job
- Anticipating and providing reasonable adjustments as required
- Supporting any existing employee who acquires a disability or long-term health condition, enabling them to stay in work
- At least one activity that will make a difference for disabled people.

Queen's Theatre Disability Confident Certificate can be accessed by clicking on the link: [Queens Theatre Hornchurch is Disability Confident Committed](#)

Find out more about Disability Confident at:

www.gov.uk/disability-confident

 #DisabilityConfident



Equality and Diversity

At QTH, we champion a diverse and inclusive workplace, valuing every individual's unique background and perspective.

We believe that a diverse team fosters creativity and innovation, enhancing our artistic endeavours. We are committed to equal opportunities, regardless of race, ethnicity, gender, sexual orientation, age, religion, abilities, or socio-economic background.

Embracing differences, we create an environment where all employees feel respected and empowered.

We actively challenge biases, promoting mutual understanding and respect for all voices. We welcome applicants from diverse backgrounds and encourage an inclusive space where everyone can thrive and contribute.

Here, you can make your mark, learn, and grow. Be part of a team that enlightens and engages audiences locally and beyond.




QUEEN'S THEATRE

HORNCHURCH



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