



# Technical Manager

The Technical Manager leads on all technical support at Camden People's Theatre (CPT) and manages the casual and freelance technicians delivering the artistic programme. You will lead on our commitment to Environmental Responsibility and will be responsible for providing the best possible experience for our artists whilst maintaining a busy and varied programming model. This is a role for an excellent communicator with a creative approach to problem solving, as well as a commitment to supporting early career artists.

**Responsible to:** Deputy General Manager  
**Key Relationships:** Artistic Director, General Manager, Front of House Manager  
**Responsible for:** Duty Technician, Freelance technicians, and student placements

## Job description

*This job description is a guide to the nature of the work required of this role. It is not wholly comprehensive or restrictive and may be reviewed as required. All CPT staff are expected to work collaboratively to undertake any other reasonable tasks for the benefit of the company.*

## General

- Work with the Artistic Director to review technical requirements of programming and advise on scheduling.
- Schedule Get-ins, Get-outs and dark maintenance periods with visiting companies and internal team, diarising these in the calendar.
- Act as the main point of contact for artists and hires for all technical queries.
- Develop and deliver CPT's Environmental Responsibility action plan, in line with CPT's policies and with the support of the GM and ED.
- Proactively explore new processes and ideas to help CPT work more efficiently and support artists better.
- Line manage the Duty Technician and all freelance technicians.
- Lead on CPT's Fire, Health & Safety, and Risk Assessment policies, and oversee the receipt and approval of all risk assessments.
- Maintain and improve the venue's facilities in line with the Deputy General Manager's operational plan and budget.
- Creating caption scripts and teaching artists how to use our in house captioning equipment and create their own caption scripts
- Maintain good communication between visiting companies and CPT, liaising in advance to ensure expectations are appropriately managed and visiting companies fulfil their contractual requirements.
- Recruit, manage and brief all casual technicians supporting CPT's programme.
- Act as out-of-hours contact for technical staff as required, with support from the Deputy General Manager.



- Responsible for the maintenance and cleanliness of the theatre and basement spaces, including the dressing room and Tech storage, ensuring CPT's technical facilities and equipment are tidy and in good condition, and stock levels are consistent.
- Submit quarterly reports to PPL PRS and collate incidental music information from all artists.
- Manage CPT's technical budget, tracking invoices and receipts accurately.

### **As Operating Technician**

- Arrive in good time for each shift and provide a friendly and welcoming service.
- Complete Get-ins and Check-outs for visiting companies and inhouse productions.
- Operate performances as required.
- Liaising with companies and Front of House team during events, and inputting into the End of Shift report.
- Ensuring the de-rig of any lamps that are not part of the general rig and are not to be used for future shows.

### **Essential skills, qualities and experience**

- An understanding and appreciation of CPT's work
- High-level interpersonal communications skills
- Experience in programming and operating lighting (ETC desks) and sound/video (Q-Lab)
- The capacity to problem-solve and remain pragmatic in moments of pressure
- Experience of scheduling and managing a complex programme of activity
- A proactive attitude to promoting diversity and inclusion across the sector
- Ability to understand and anticipate other people's perspectives in order to manage expectations
- Experience of working in a values-led organisation in collaborative team environment
- A flexible approach and the ability to adapt to changing circumstances
- Working knowledge of Health and Safety best practice
- Excellent working knowledge of Microsoft Office

### **Desirable skills and experience**

- Experience of production management
- Experience of managing and motivating staff
- Experience of building maintenance including basic DIY
- An interest in sustainability and environmental responsibility
- Experience of working in a fringe venue
- First aid trained
- Fire marshall trained
- IOSH certified
- Experience of making caption scripts and working with captioning equipment
- Experience using of Eventotron



It is intended that some of the duties of this job will involve working at height and lifting heavy objects. If you would require reasonable adjustments in order to perform these duties please email [jobs@cptheatre.co.uk](mailto:jobs@cptheatre.co.uk) before applying, to discuss what we can provide.

### **The Offer:**

**Salary Band:** £24,000 – £27,000/year pro rata (dependent on experience)

**Hours:** 3 days/week (0.6). This is a 12-month FTC.

Regular hours at CPT are 10am-6pm, with most team members working onsite on Thursdays to enable regular team communication. CPT supports flexible working and the hours for this post are otherwise at the discretion of the Technical Manager to support the programme and the needs of the building.

It is expected that on average 50% of these hours will be scheduled as administrative, with the remainder as operating technician shifts. These can be used flexibly across the year to operate CPT commissions and specified projects.

The Technical Manager retains the right to work additional technician shifts, agreed with the Deputy General Manager and paid as overtime at their hourly rate of pay.

Evening and weekend work will be required.

**Location:** Camden People's Theatre, 58-60 Hampstead Road, London, NW1 2PY.

**Annual Leave:** 25 days/year pro rata excluding public holidays

**Benefits:** Free tickets to CPT performances when available, staff discount at the bar.

### **How to Apply**

To apply, please send a CV and a cover letter (no more than one page) to [jobs@cptheatre.co.uk](mailto:jobs@cptheatre.co.uk) by **23:59 Monday 29th May 2023** and complete our [Equal Opportunities Form available via this link](#).

We welcome and encourage applications from individuals without formal education and/or who identify as:

- Deaf
- Disabled
- Neurodiverse
- Working class
- LGBTQ+
- Global majority\* and/or migrant

\*This includes people of Black Caribbean, Black African, South Asian, East Asian, South East Asian, Middle Eastern, Arab, Latinx, Jewish, Romany and Irish Traveller heritage.



We are particularly keen to hear from Black and Global Majority people, and candidates who self-identify as disabled.

All candidates who identify as disabled who demonstrate that they meet the essential criteria will be invited for interview. If you feel this applies to you, please include the following sentence in your cover letter: I would like my application to be considered under CPT's Diversity & Inclusion policy.

CPT can cover some access support costs to submit an application where required. Please contact [jobs@cptheatre.co.uk](mailto:jobs@cptheatre.co.uk) with a quotation from your access support worker.