

**Job Description:** Theatre Manager and Lead Technician

**Reporting to:** Vice Principal Teaching and Learning



**The key purposes of this supervisory support (management) role are to:**

Deliver a robustly costed and contracted programme of performances in line with College priorities

Take operational responsibility for the safe and well-organised delivery of Sundial Theatre events and external bookings

Effectively line manage the theatre staff team, volunteers and students on placement

Liaise effectively with other areas of the college in order to provide an excellent, and seamless, service to our students, staff and external clients.

Ensure the safe and efficient provision of technical services and equipment to meet the requirements of internal and external customers.

Play a full role as part of the College team in providing the best possible service to our students and other stakeholders.

	<b>This front-line support post is responsible for:</b>
Deliver a robustly costed and contracted programme of performances in line with College priorities	Liaising effectively with agents, artists, community groups and internal customers including fully assessing all costs and requirements
	Constructing a programme to meet the balance of College, Community and Commercial activities identified by your line manager
	Effective liaison with marketing to promote the Sundial and its events
	Manage bookings including renegotiations, cancellations and refunds
	Negotiate contracts within agreed delegation limits ensuring favourable cancellation and sales clauses. Ensure compliance with contractual requirements
	Build the profile and reputation of the Sundial as a venue, identifying and developing new business opportunities with the agreement of your line manager
	Ensure clients adhere to College H&S and Safeguarding requirements.
	Be responsible for developing and communicating with membership list
	Provide regular and accurate reporting on income and costs and periodic updates on performance to inform business development as required by line manager
	Ensure the smooth operation of the ticketing system and the ticketing of each event
Take operational responsibility for the safe and well-organised delivery of Sundial	Act as main college representative for all theatre operations and during theatre events. Organising suitable cover for other eventualities
	Identify staffing requirements for each show, deploying the minimum number of staff to maintain quality. Briefing staff and logging hours and costs accurately.

Theatre events and external bookings	
	Perform 'front of house duties' including meet and greet, checking tickets, ushering and providing information and assistance to customers
	Ensuring accurate reporting and recording of accidents, near-misses, first aid calls and fire-damage including RIDDOR. Ensure safe storage of alcohol and any chemicals used by the team.
	Regularly review costs of consumables and equipment, artist fees and prices of tickets to ensure best value for the College
	Risk assess activities, events and venues including dynamic risk assessment at events and ensuring first aid cover.
	Manage stock levels, adhering to agreed purchase limits and reporting deadlines
	Open and close venue to Estates requirement. Oversee cleaning, artist riders, set up of dressing room
	Ensure cash is handled securely to College requirements and record reconciliation accurately.
	Set up and ensure legal operation of bar
	Ensure the problem solving of issues 'on the night' to ensure a high quality of customer care.
Effectively line manage the theatre staff team, volunteers and students on placement	
	Routine line management of staff including recruitment, induction and performance in line with College HR processes and ensuring good communication
	Producing fair and efficient staff rotas and overseeing the team including ensuring task completion, scheduling work packages, rota.
	Ensure compliance with College policies especially re safeguarding and health and safety, providing or agreeing training where necessary
	Manage theatre volunteers and students on work experience or placements
	Oversee other technical staff and share knowledge and delegate as appropriate
	Report on training needs of staff
Liaise effectively with other areas of the college in order to provide an excellent, and seamless, service to our students, staff and external clients.	Document theatre processes to enable cover and guide staff
	Avoiding clashes with key College events and ensure prompt logging of bookings and cancellations on the central college (MIS) system
	Liaising with other departments when using theatre to create a seamless event (e.g. Music Tech Night, Open Evening, Media Film Night, cross College events)
	Actively support the work of the Sundial Theatre Company
	Provide booked technical cover for Performing Arts rehearsals and shows
Ensure the safe and efficient provision of technical services and equipment to meet the requirements of internal and external customers.	
	Ensure compliance with HR, Finance, Estates, marketing and SLT processes and requirements including financial returns
	Take responsibility for all technical aspects of shows including design, rigging and problem solving to meet contractual requirements
	Oversee the work of other technicians
	Purchase or hire equipment and materials within delegated budget limits
	Monitor Theatre equipment and materials to ensure optimum stock levels, maintain an asset register and ensure that electrical devices are PAT tested and serviced as appropriate
	Research and recommend major new or replacement equipment

Play a full role as part of the College team in providing the best possible service to our students and other stakeholders.	Intervening, and encouraging the team to intervene to help ensure safety and good behaviour on the College site
	Actively promote the College to theatre users
	Responsibility for designated areas eg backroom, bar, changing room including designated notice boards
	Intervening, and encouraging the team to intervene to help ensure safety and good behaviour on the College site
	Research and experiment in order to identify possible improvements to our buildings and environment.
	Alert the Estates Manager about emerging risks and opportunities.
	Undertaking such duties related to the work of the College as may be assigned, consistent with your level of responsibility
	Safeguarding and promoting the welfare of young people and vulnerable adults as part of your every-day duties

This role will require flexible working including some evenings and weekends. Time should always be taken in lieu where possible. Overtime must be authorised in advance by your line manager.

All staff are expected to work within College policies and procedures, with particular regard for Health & Safety and safeguarding.

Annual targets for each element in this job description may be agreed annually with your Line Manager.

Financial and performance targets will be agreed with bonuses payable for exceeding thresholds.

<b>Indicators/ sources for reaching performance judgements (not exhaustive):</b>
Programme targets Financial targets and accounts Repairs and maintenance completed promptly and fully. Feedback from customers and other departments Calendar and College policies and processes adhered to Theatre profile both within College and our wider community

## PERSONAL PROFILE

We are seeking someone who closely matches the following criteria:

<b>Qualifications</b>	Individual licence to sell alcohol or willing to obtain within 1 month of appointment.
	Basic first aid certificate or willing to work towards it
<b>SKILLS/ PERSONAL QUALITIES</b>	A good self-starter with the ability to work independently on own initiative with minimal supervision
	Well organised, especially with regard to administration, prioritising workload, and meeting reporting deadlines
	Excellent customer service skills and reputational awareness
	A strong interest in the performing arts and an entrepreneurial approach to developing the theatre
	Ability to establish good rapport with adults and young people and understand their needs
	Strong technical theatre skills
	Suitable to work in a College environment in the presence of children, young people and vulnerable adults and to act accordingly. (Knowledge of safeguarding practices and procedures)
	To have a good knowledge of H&S and Fire Safety regulations

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and do not justify a reconsideration of the grading of the post.

## ***Theatre Manager and Lead Technician***

***Required: ASAP***

***Salary Range: 37 - 40 £25,760 to £27,579***



Dear prospective applicant,

Thank you for taking an interest in the position of Theatre Manager and Lead Technician at Cirencester College. We are looking to recruit for October 2023. This is a rare and exciting opportunity for a modern, forward thinking, professional from performance industry to join a progressive and innovative institute that is not just maintaining but growing numbers from an education perspective but also keen to project outwardly to the wider community.



We are a top performing 6<sup>th</sup> form college, which was previously a tertiary college. The vast majority of our c3000 students are doing level 3 programmes, mainly A Levels, the College is proud of the breadth of curriculum we offer our young people. Drama and Performing Arts sits within the Humanities Faculty where we have strong recruitment across both subjects and are consistently high performing subject areas.

Whilst close working relationship with the Drama and Performing Arts department that will only make up part of this unique outwardly facing role, as we look to develop our external reach in line with College priorities and effective cost management.

Candidates should ideally possess either proven experience in industry or a sound working knowledge of Theatre bookings, working with external talent and strong customer service skills. We are keen to appoint a motivated individual who is committed to continued professional development. We have a proven track record of taking inexperienced staff, training them and producing some of the very strongest staff members. All we ask is that you have an eagerness to work hard, and a desire to go above & beyond for our customers. Those with the mindset, attitude and dedication gained from military service are also welcome to apply as this job will require the skills of empathy, resilience and creative thinking to truly flourish in this role.



Unlike schools, the college has its own pay scale which currently runs from **37 - 40 £25,760 to £27,579**. We have approximately 350 staff including managers, lecturers and a wide array of support staff.



We are located in a rural area with all the additional benefits & challenges this brings. Approximately two-thirds of our students come in by bus each morning. In doing so, they are choosing to come to us rather than our many competitors. We have grown by listening to students (and parents) and delivering a great student experience. Externally we have hosted some of the most famous contemporary

artists such as Michael McIntyre and Lee Mack, through to local up and coming artists. With the ability to seat 275, we are big enough to create a vibrant atmosphere but small enough to provide an intimate and immersive experience.

Being successful in both our core business and our external engagement is down to the fact that we have been very clear about where we wanted to go, have strong values and a well embedded 'Ciren Way' of going about things, and a group of staff capable of achieving excellence. We have a strong tradition of developing talent and sharing good practice at the College.

As a Theatre Manager and Lead Technician your main role will revolve around managing external bookings, ensuring events are appropriately staffed and liaising with key stakeholders to ensure the efficient cost effective delivery of out of College hours events.



The job-specification provides a list of the skills and experience we are looking for, but above all we need someone absolutely committed to driving our community engagement in-line with College priorities and with the energy, innovation and clarity of mind to help us achieve them.

In terms of a work setting, both the college & the Cotswolds in general, are impressive. The campus itself has seen considerable investment in new buildings. It is situated on the edge of town, adjacent to the Bathurst Estate. The grounds of the Estate stretch for miles, with many staff using these to unwind, whether this be for a spot of lunch, a lunchtime stroll or a post-work run.

In summary, as a college we are passionate about helping students and developing our external portfolio.

If you think this matches your aspirations, we look forward to receiving your application, which you should address to Human Resources.

If you would like to visit the College or ask questions to find out more then please contact Vice Principal Teaching and Learning [richard.stonebridge@cirencester.ac.uk](mailto:richard.stonebridge@cirencester.ac.uk)

Yours sincerely

Richard Stonebridge

Vice Principal Teaching and Learning