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# Job Description

## Technical Manager

##### **Responsible to:** Director

**Responsible for:** Deputy Manager, Casual Technical Staff and Volunteers

**Principal Duties:**

* To manage all requisite technical aspects of Exeter Phoenix’s programme of live events and activities.
* To manage all aspects of the maintenance and upkeep of requisite plant and equipment.
* To help maintain a safe environment for crew and the general public

**Specific Duties:**

* To manage the technical operation of the auditorium and to liaise with incoming artists and companies to ensure that their technical requirements are appropriately and efficiently met.
* To meet the technical requirements of events taking place in other parts of the building i.e Studio 1, the Workshop & café bar/terrace
* To operate lighting, sound and other technical equipment, as required
* To manage the Deputy Manager/Lighting Technician, freelance technicians and casual staff as required so that the highest standards are maintained in the presentation of the programme.
* To work with the Visitor Services Manager to ensure the safety of all users of the Auditorium and other performance spaces
* To ensure that all requirements in respect of the Premises Licence and other restrictions are met and to liaise with other staff to confirm these.

**Person Specification**

**Essential qualities:**

* At least two years relevant experience in live event production
* Good working knowledge of stage lighting and PA systems
* A working knowledge of rigging and other technical equipment in live and theatrical environments
* Good working knowledge of electrics
* Ability to work on own initiative and prioritise workload
* Excellent management skills - ability to delegate, manage and work within a team
* Ability to work to strict deadlines
* Ability to stay calm under pressure
* Working knowledge of health and safety and licensing regulations
* A flexible approach to working hours

**Desirable qualities:**

* At least two years of sound engineering experience
* IPAF MEWP licence

**Terms**

Salary - £25,000 to £27,000 p.a depending on experience

Hours – 37.5 hours per week

Holidays –24 days p.a (rising to 29 after 5 years)

(Revised May 2022)