

# THE MARLOWE

## Job Description

POST DETAILS	
<b>Organisation</b>	The Marlowe Trust
<b>Job title</b>	Assistant Technical Manager (Stage and Automation)
<b>Reports to</b>	Technical Manager
<b>Grade</b>	J

## JOB PURPOSE

To deliver an excellent technical service for the Marlowe's presented and produced programme and to provide specialist advice and support in the area of theatre Stage and Automation.

## PRINCIPAL ACCOUNTABILITIES

- To provide technical support and supervision for the Marlowe's presented and produced programme, across a range of disciplines.
- To advise the Technical Manager on the Marlowe's stage and automation equipment and resource needs, supporting its planning, procurement, installation and training.
- To plan and implement the testing and maintenance of the Marlowe's stage and automation equipment to ensure compliance and high safety standards.
- To remain up to date with industry standards, developments and best practice in your field and to employ this knowledge within your work
- To fulfil the role of Duty Technician as scheduled by the Technical Manager
- To lead and develop your team, ensuring that staff are effectively recruited, have development opportunities, and are supported, and managed so they are able to meet business plan targets and deliver excellent customer service.
- To ensure that you, your team, visiting companies and contractors work in a safe and legal way to comply with Marlowe policy and procedures, regulatory and legislative requirements.
- To drive your own career and skills development, making the most of the opportunities made available to you.

- To live and represent the Marlowe's values.

<b>REQUIRED ATTRIBUTES</b>	
<b>Required Qualities</b>	<p>The Marlowe's core values are to be authentic, supportive, resilient, collaborative, inclusive and passionate in everything we do.</p> <p>We actively seek to represent the diversity of our society</p> <p>In order to live our values, our Assistant Technical Manager (Stage &amp; Automation) should be:</p> <p>A collaborative and proactive team player  A creative thinker and problem solver  Organised with an eye for detail</p>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good knowledge of technical theatre and production practices across a range of disciplines</li> <li>• Excellent knowledge of theatrical stage and automation equipment operation and maintenance</li> <li>• Good knowledge of the theatre industry</li> <li>• Knowledge of theatre production practices</li> <li>• Good knowledge of relevant legislation and regulations, including COSHH and up to date health &amp; safety practice</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent technical and production skills in theatre stage and automation</li> <li>• Good technical and production skills across a range of disciplines</li> <li>• Good people management skills</li> <li>• Good written and verbal communication skills</li> <li>• Good IT skills</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Good experience of working with a range of Technical and Production equipment</li> <li>• Good experience of working in Theatre presentation and/or production</li> <li>• Good supervisory experience</li> <li>• Good experience of training a staff team</li> <li>• Experience of working in a range of performing arts disciplines</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• IOSH or similar higher level safety qualification or be willing to engage with this standard of training when in role</li> </ul>

<b>JOB DIMENSIONS</b>	
<b>Annual budgetary amounts</b>	<b>TBC</b>
<b>Number of staff reporting to the job holder</b>	Direct Reports – 15 <b>TBC</b> Indirect Reports – 0
<b>Any other relevant statistics/information</b>	Is a building key holder

<b>WORKING ENVIRONMENT</b>
<ul style="list-style-type: none"> <li>• Must be able to fulfil the physical demands of the post</li> <li>• Some working at height</li> <li>• Some working in confined spaces</li> <li>• Some working outdoors</li> <li>• Some working in high-noise environments</li> <li>• Some work with controlled substances</li> <li>• Regular evening and weekend working</li> <li>• Some overnight working</li> </ul> <p>The Marlowe Trust is open to flexible working so talk to us about how you think you can best deliver this job and about your flexible working needs.</p> <p>The Marlowe’s performances happen mostly in the evenings and at weekends. In order to deliver the best service to our customers, all of our posts, whether frontline, strategic, planning or support roles, require some evening and weekend working.</p>

<b>ORGANISATION CHART</b>
See attached

**November 2021**