Technical Manager – Sound Bias	
Department:	Production
Reports to:	Head of Production
Working Pattern:	Full time 40 hours p/w
Hours:	10am – 6pm (flexibility required and time in lieu will be given)
Salary:	£36,500
ArtsEd is committed to safeguarding and promoting the welfare of children and young people and expects all staff (permanent and visiting) and volunteers to share this commitment; all staff are required to undergo background checks in line with Keeping Children Safe in Education 2021 regulations and to hold an enhanced DBS.	
Background to ArtsEd	ArtsEd originated from two schools, one founded in 1919 by Grace Cone and one founded in 1922 by Olive Ripman. These two educational pioneers believed passionately in the value of combining a general academic education with specialised training in dance, drama, music and art. They were committed to preparing young people for professional careers in or related to the theatre. In 1939, Grace and Olive joined forces to create the Cone Ripman School, subsequently named the Arts Educational Schools. Dame Alicia Markova and Sir Anton Dolin drew almost exclusively on ArtsEd students to help them create their revolutionary company London Festival Ballet, which eventually became the English National Ballet. Ballerina Dame Beryl Grey became Director of the Schools in the 1960s. ArtsEd continued to innovate, introducing both professional acting and musical theatre courses and in I986 moved to its present home in Chiswick. In 2007, Lord Andrew Lloyd Webber became President, heralding an auspicious new era for ArtsEd. The School of Musical Theatre and School of Acting offer full-time BA and MA courses. Our Musical Theatre course is recognised as the best in the UK, while the Acting course is praised for its innovative 50:50 split between stage and screen acting. Our outstanding record of graduate success sees nearly every one of our Musical Theatre graduates and over three-quarters of our Acting graduates make their professional debuts within six months of graduating.
Summary of the role:	The Technical Manager will work alongside the Senior Lighting Technician and Theatre Technician to deliver the lighting and sound requirements to the highest standard and within allocated resources.
Key Responsibilities:	
	• The post holder would manage both lighting and sound department. This role would supervise their working hours in respect of overtime to be adjusted by mutual agreement with time-off in lieu. They would be responsible for monitoring work hours to ensure the effective and efficient running of the department and will report to Head of Production if/when time off is needed.

	• Work alongside the Scenic Construction Manager and assist with fit-up, changeovers, get-outs, and work calls for all productions in line with the schedule and budgets agreed by the Head of Production. • Proficient in the use of double purchase counterweight flying. • Work with each visiting Sound Designer and ensure their sound requirements can be met for each production. • Maintain the sound equipment and inform the Head of Production should any sound equipment need replacing or acquiring. • Have overall responsibility for the safe rigging and derigging of lighting and sound equipment and assist with scenic elements of productions and events in the theatre. • Alongside the Scenic Construction Manager and Head of Production facilitate masking requirements and any steel deck requirements and implement them. • Always ensure clear communication and that in-house technicians remain fully informed of all plans and weekly schedules. • Be proactive in providing solutions to technical and design issues. Arbitrate between the technical requirements of scenic, lx and sound designers. • Ability to work with a variety of age groups within an educational setting. • To assist with the running of any outside hires of the theatre and provide staffing. • Competent and up to date with all relevant Health and Safety legislation including LOLER, Working at height, COSHH, Manual Handling and CDM. • Proficient use of Vectorworks and/ or CAD. • Ensure all spaces are clean, tidy, and fit for purpose at all times; that they are clear of potential hazards and all safe working practices are adhered to at all times by staff, students and contractors. • Ensure all contractors coming into the department have been briefed and inducted. • To be responsible for safe use and maintenance of the theatre and its equipment. Ensuring the appropriate safety checks, record keeping and reporting for all technical equipment used in performance space. • Managing and overseeing stage crew during get ins and get outs as required. • Manage annual inspections alongside Head of Production and assist departments with any inspections they may need to have. • Have in depth knowledge of projection/ AV equipment. • Have in depth knowledge of DIGICO SD9, Q lab and ETC EOS consoles. • Have excellent communication skills.
All Staff	• All staff must promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact. • All staff must carry out their responsibilities with due regard to all ArtsEd policies and procedures, ensuring inclusivity, equality of opportunity, and compliance with Health and Safety in the workplace.

	• All staff must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act. • All staff must adhere to the staff Code of Conduct. • All staff are required to regularly undertake Safeguarding, Keeping Children Safe in Education, Prevent, and GDPR training and to maintain their own professionalism and job-related knowledge through ongoing CPD. • All members of staff are required to be professional, co-operative, and flexible in line with the needs of the post and the school. • All Job Descriptions are reviewed annually and will change to reflect the needs of the School and the post. • ArtsEd is committed to the safety, wellbeing and safeguarding of all pupils and students and expects all staff to share this commitment. Staff in all posts are required to hold a clear, enhanced DBS. • You may also be required to undertake such other comparable duties as your line manager requires from time to time.

Person Specification

You will require

- A Bachelor's Degree or equivalent work experience
- Technical Theatre experience: 3 years (Preferred)
- Basic or better familiarity with lighting controls.
- Basic or better familiarity with sound and video controls.
- Familiar with and able to implement and execute common theatrical practices and procedures.
- Successful experience leading, educating and supervising volunteer work crews
- Ability to repeatedly lift, push, or manoeuvre heavy weights
- Ability to repeatedly climb and work on ladders
- The ability to work collaboratively as part of a team
- A good knowledge of Health and Safety requirements in a theatre setting and able to work safely at all times