



DEPUTY TECHNICAL MANAGER RECRUITMENT PACK

We have an exciting opportunity for a committed, enthusiastic and versatile technician to join Little Angel Theatre's production team. It offers the right candidate the chance to grow and develop their technical and venue management skills in a busy and ambitious producing and receiving venue, as well as supporting our touring work. The successful candidate will work closely with both visiting and in-house companies to provide high quality, all-round technical and administrative support.

OVERVIEW

Reports to:	Technical Manager
Commencement date:	As soon as possible
Salary:	£21,000 - £23,000 per annum depending on experience (employed PAYE status)
Holiday:	26 days per annum
Hours:	This is a full time post of 35 hours per week, worked on a varied schedule, including regular evening and weekend work. The nature of the job will require the postholder to work in excess of these hours and sometimes on their non-standard work days. Overtime is not paid but time off in lieu will be given.
Fixed term contract:	12 months (initially)

About Little Angel Theatre

Little Angel Theatre is a home for puppetry. Since its doors first opened in 1961 the theatre has been dedicated to creating and sharing inspiring stories. Puppetry is at the heart of this innovative theatre, from igniting the imaginations of the youngest minds to equipping tomorrow's puppeteers with the tools they need to succeed. As well as an internationally recognised theatre with productions touring throughout the UK and across the globe, Little Angel Theatre also has its roots in Islington, and works with its local, diverse community to break down barriers to arts engagement so all can benefit and enjoy this remarkable art form.

"Little Angel is nothing less than an icon of north London childhood." Time Out, 2016

CORE DUTIES

The **Deputy Technical Manager** is responsible for assisting in the management of production and technical processes at Little Angel Theatre, including the maintenance of Little Angel's buildings, facilities and equipment and health and safety across the organisation.

Production

- Act as the key contact and manage technical and production requirements for all visiting companies.
- Manage the production and technical needs of education and participatory projects.
- Manage the use of the workshop space, ensuring that all personnel, including volunteers, are aware of health and safety guidelines and regulations.
- Manage the scenic stock offsite in storage at RK Resources in Lenham.
- Take responsibility for ensuring that appropriate risk assessments are written for productions and creative learning events.
- Assist the Technical Manager with all in-house productions and deputise where appropriate.
- Assist the Technical Manager with touring productions and deputise where appropriate
- Produce production schedules, in liaison with the Senior Producer and Technical Manager.
- Minute production meetings and distribute to relevant departments.
- Support preparation of rehearsal spaces for productions.
- Attend get-ins and get-outs at Little Angel Theatre, Little Angel Studios, rehearsal rooms and touring venues as necessary.
- Support maintenance of set, puppets and props as required.
- Provide support for the in-house runs.

Administration

- Ensure there is a coherent book for each production, detailing sound and light cues as well as any other major piece of stage action (including video archive).
- Manage the stock check and inventories of consumables.
- Take an active role in ensuring that health and safety policy is adhered to throughout the organisation, and participation in health and safety committees as appropriate.
- Assist the Technical Manager in ensuring that all theatre lighting, sound and other staging equipment is in good working order, and coordinate any necessary work to be carried out.
- Act as responsible person on duty in Little Angel Theatre and Little Angel Studios, when required.
- Assist the Technical Manager in ensuring the building and facilities are kept in good working order, and in the delivery of planned and preventative building maintenance and coordination of any necessary work to be carried out.
- Represent the company as and when required at performances, workshops, and other networking events.
- Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.
- To ensure that the theatre's van fulfils all legal requirements and is maintained.
- Any other ad hoc duties requested by the company.

PERSON SPECIFICATION

Little Angel make work for a wide ranging family audience. All staff members are expected to represent the company with a friendly and approachable manner at all times

Essential

- Relevant experience working in a professional theatre technical department.
- An understanding of theatre electrics including the rigging of stage lighting.
- Strong IT skills in MS Office (Outlook, Excel, Word) and both PC and Mac systems.
- Ability to lead and manage small teams of freelance staff.
- Ability to take and act upon instructions within a given time frame and in a busy working environment.
- Excellent team worker, with ability to use own initiative to analyse situations and solve problems.
- Professional approach with excellent communication and interpersonal skills.
- Reliable, with a flexible and pro-active attitude.
- Proven ability to effectively work in a multi-tasking environment.
- Practical experience in equipment and theatre maintenance.
- Practical experience in buildings and facilities maintenance.
- Ability to prioritise and work under pressure.
- Willingness to work flexibly.
- Ability to work at heights, undertake manual handling tasks and be physically fit and active.
- Experience with programming on both QLab and the ETC ION lighting console.
- Proven knowledge of health and safety legislation and procedures.

Desired

- Previous experience working for a producing and receiving venue.
- Experience carrying out PAT testing and other electrical maintenance.
- Full UK driving licence.
- Passion for the performing arts, particularly for a family audience.

APPLICATIONS

The deadline for applications is Monday 28 January at 9am. Interviews will be held on Thursday 31 January.

To apply, please send a completed application form, technical CV and equal opportunities monitoring form to recruitment@littleangeltheatre.com or Little Angel Theatre, 14 Dagmar Passage, London N1 2DN. Please quote reference DTM01.

For more information about the company please see www.littleangeltheatre.com