A close up of a sign

Description automatically generated

**JOB DESCRIPTION & PERSON SPECIFICATION**

**Buildings and Technical Manager**

**KEY INFORMATION**

|  |  |
| --- | --- |
| **Role Title** | Buildings and Technical Manager |
| **Reports to** | Theatre Director |
| **Hours** | 40 hours per week across 5 out of 7 days, including evenings, weekends, and Bank Holidays |
| **Salary** | £42,000 - £46,000 (Depending on experience) |
| **Location** | Dartford Orchard West |

**ABOUT THE ROLE**  
The Buildings and Technical Manager is a key member of the Senior Management Team, responsible for ensuring the efficient technical operation and physical upkeep of the venue. This role encompasses leading the technical team, overseeing all technical aspects of productions and events, and managing the building’s maintenance, compliance, and health and safety regimes.

**KEY ACCOUNTABILITIES**

**Technical Management**• Act as the primary point of contact for all incoming productions and technical hires, ensuring their requirements are met efficiently and to a high standard.

• Lead and manage the Technical Department, including rota planning, scheduling, and budget control.

• Oversee the technical operation for all performances and events, including lighting, sound, AV, staging, and rigging.

• Personally operate technical equipment when required, including stage management during performances.

• Ensure all technical recharges are accurately recorded and submitted in a timely fashion for settlements.

• Manage technical budgets and capital equipment expenditure, ensuring value for money and adherence to financial targets.

• Lead production management for the annual pantomime or other house-produced events.

**Building and Maintenance**

• Develop and manage a proactive planned preventative maintenance schedule for all technical and building services.

• Ensure compliance with statutory requirements, including LOLER, PUWER, PAT, fire safety, emergency lighting, and other building regulations.

• Liaise with external contractors, local authorities, landlords, and service providers to ensure building systems are compliant and fit for purpose.

• Lead on capital project proposals and oversee the delivery of approved works on time and to budget.

• Maintain up-to-date service records and documentation.

**Building and Maintenance**

• Lead on the implementation of Health & Safety policies and procedures, in line with company standards and relevant legislation.

• Chair local Health & Safety Committee meetings and represent the venue at group-level safety meetings.

• Complete and review risk assessments for all technical activities and building operations.

• Take a lead role in the venue’s emergency and counter-terrorism planning.

• Promote a culture of safety, ensuring all team members and visiting staff adhere to best practice at all times.

**People Management**

• Line manage the Senior Technicians, Technicians, and casual crew.

• Lead recruitment, onboarding, training, and development activities within the department.

• Conduct appraisals, one-to-ones, and regular departmental meetings.

• Promote a positive, inclusive, and professional working environment.

• Ensure timesheets, HR records, and training logs are accurate and up to date.

**General Duties**

• Contribute to the wider business objectives and play an active role in the venue’s senior team.

• Ensure all paperwork (e.g., show reports, time logs, H&S documentation) is completed promptly and stored correctly.

• Work collaboratively with colleagues in other departments to ensure a seamless customer and artist experience.

• Carry out any other duties reasonably required by the Theatre Director or Senior Management Team.

**ESSENTIAL SKILLS AND EXPERIENCE**

• Minimum of two years’ experience in technical theatre management or a senior technical role.

• Proven experience in the management of a team.

• Comprehensive knowledge of theatre technical systems (lighting, sound, rigging, staging).

• Strong understanding of building maintenance requirements in a performance venue.

• Demonstrable experience with Health & Safety management, including risk assessment writing and statutory compliance.

• Excellent communication, organisational and problem-solving skills.

• Ability to remain calm under pressure and to prioritise effectively.

• Willingness to work unsociable hours including evenings, weekends and Bank Holidays.

**DESIRABLE**

• Formal training in technical theatre or production.

• Qualification in Health & Safety (e.g., IOSH, NEBOSH).

• IPAF, PASMA, or Working at Height training.

• Experience in managing capital projects.

• First Aid at Work qualification.

• Experience in counterweight flying and rigging practices.

• Knowledge of ETC lighting desks, digital sound desks, or AV systems.

**FOR MORE INFORMATION**

Contact Tal Rosen [trosen@orchardtheatre.co.uk](mailto:trosen@orchardtheatre.co.uk)

Trafalgar Entertainment is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

We are curious, courageous and ambitious, empowering people to challenge and innovate in pursuit of excellence.