

## **Bamboozle Theatre Company: Job Pack – Company and Production Technical Manager**

### **Summary**

“The renowned Bamboozle Theatre Company are world leaders in creating immersive, accessible theatre for children with disabilities” Claire Spencer, CEO, Arts Centre Melbourne

Bamboozle is an internationally recognised theatre company based in Leicester. Through our programme of touring theatre, family activities and education projects we create magical, memorable and engaging experiences for children and young people with profound and multiple learning disabilities, autism and complex needs. We tour on the small-scale, but with big artistic ambition. Families, carers and teachers tell us that the experiences we produce have a profound impact on their children and provide precious and rare opportunities for families to enjoy activities together. We are supported using public funding by Arts Council England and by a host of individual and corporate supporters, as well as various grant giving bodies.

Working across the organisation and reporting to the Director of Design and Production, the Company and Production Technical Manager is a vital new role within the organisation, established in order to meet the increasing technical demands of our work. You will manage our growing technical requirements; be a hands on technician/ stage manager for our work both locally and on tour; and look after technical and health and safety requirements back at our base in Leicester. Travel restrictions allowing, we hope to recommence international touring when safe and viable and so we hope that the post will open opportunities for one or more international visits a year.

You will be joining a friendly, committed and supportive team and have the opportunity to make a real difference to our ambitious and life-changing work. We are particularly keen to hear from a diverse range of candidates for this post.

If you would like to discuss the post, please email [sue@bamboozletheatre.co.uk](mailto:sue@bamboozletheatre.co.uk) on or before 3 January to arrange a time for a call. Please note that the office will be closed from 21 December to 8 January, Sue will pick up any enquires on 4 January and arrange calls the same day.

**Responsible to:** Director of Design and Production

**Responsible for:** The Company and Production Technical Manager has no routine line management responsibilities, but will be responsible for co-ordinating the company on tour and will be responsible for managing technical and maintenance contractors as required.

**Salary:** £28-30K pa dependent on experience

**Contract:** Full time, permanent

**Hours:** Contractual hours will be 37.5 hours per week, though some weeks may require working beyond these hours, in order to meet production schedule and touring demands. This will be compensated by Time Off in Lieu. Some weekend working will be required to support production and touring activity. We would usually expect the touring requirements of the role in the UK to work such that the

post holder is able to return to Leicester at the end of each week and we do not currently usually tour for more than 3 weeks in a solid block of touring. With the exception of occasional international touring, where work may demand up to a month away from the UK in a single block. With international touring, work may demand up to a month away from the UK in a single block, we currently usually tour internationally once or twice a year.

**Pension:** Employer's contribution of 3% of pensionable earnings increasing in line with statutory requirements.

**Annual leave:** Bamboozle's leave year runs from 1 April. You are entitled to 28 days annual leave per year inclusive of public holidays.

**Probation period:** Three months.

**Start date:** We are keen for the successful candidate to take up the post as soon as possible, but recognise that they may be required to work a notice period in their current job. Please indicate your current notice period in your CV or cover letter.



## **Job description**

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and is subject to amendment, in consultation with the post-holder.

## **Production technical management**

- Manage all technical aspects of our production and other performance activity – including set up and design of lighting. Set up of audio, live streaming etc.
- Lead on the production of project/ production risk assessments, in liaison with the director and other team members as required and take overall responsibility for ensuring that production teams are aware of and carry out their responsibilities in the risk assessment.
- Liaise with venues as required (including non-theatre venues such as schools), ensuring that both we and they have all of the technical specifications and related information required in advance.
- Where relevant, ensure any necessary PRS permissions are sought in advance of productions in liaison with Sound Designers/ Musical Directors/ Composers as required.
- Stage Manage productions during rehearsal and on tour, including:
  - Supporting scheduling and logistics as required, for example setting company call times with the director for rehearsals, including scheduling in for costume fittings, production photographs etc, and managing call times with touring teams on tour. Liaising with the Company Administrator to ensure appropriate accommodation is booked; managing bookings of suitable vehicles etc.
  - Setting up technical equipment as required for rehearsals and managing get-ins/ get outs (with support from the rest of the touring company).
  - Programming and running QLab/ similar.
  - Completing show reports and collecting audience data in line with funders' requirements.
  - Overseeing repairs and maintenance to set, costume etc as required for productions on tour, including liaising with the Director of Design and Production for any more substantive fixes needed than which can be achieved on the road.
  - Managing petty cash for the productions on tour.
- Manage freight arrangements as required for international touring.

## **Company Technical management**

- Manage Bamboozle's production stores, in liaison with the Director of Design and Production.
- Advise on, cost and purchase and/ or hire technical production items in liaison with the Director of Design and Production and in line with available budgets.
- Lead on Health and Safety across the company, including review and update of relevant policies as required.

- Lead on routine Health and Safety actions and maintenance works required in the company's base (Unit 10, St Mary's Works, Burnmoor Street), supported by the Company Administrator.
- Spot opportunities to improve the Company's environmental sustainability and propose practical solutions, as appropriate.
- Undertake any other appropriate duties which may be allocated by the company.



### **Person specification**

#### **Practical Skills and Experience**

##### **Essential**

- Demonstrable relevant technical production experience, including ability to set up, programme and run lighting and sound.
- Ability to work flexibly to achieve technical solutions which will work in unconventional performance spaces and within the budgetary constraints of small-scale touring, as well as in theatres/ arts centres.
- Experience of producing production risk assessments and supporting others to understand and fulfil their responsibilities in delivering these risk assessments.
- Awareness and experience of health and safety legislation and practice.
- Experience of producing technical specifications in line with the requirements of theatres or similar venues.
- Experience in programming and running QLab or similar and ability to learn how to use new programmes/ systems.

- Experience in using platforms such as Zoom and YouTube live.
- Proficient in the use of MS Office and ability to find out about and use different functions within software packages as new needs arise and/ or to learn new packages.
- Experience of managing petty cash.
- Full license to drive transit type van.

#### Desirable

- Electrical training in order to undertake PAT testing and similar.
- Experience of international touring.
- Experience of procuring technical assets.
- First Aid trained.

#### **Interpersonal Skills and Approach**

##### Essential

- Excellent organisational skills with the ability to prioritise, multi-task and work calmly and efficiently under pressure.
- Experience of working in a flexible manner to accommodate the needs and constraints of other team members.
- Good communication skills, and demonstrable ability to communicate effectively with teams internally and with external colleague such as venue technical managers.
- Ability to come up with new approaches to solve problems or deliver a result in a more efficient manner.

#### **Other essential requirements**

- Understand and be motivated by Bamboozle’s objectives and ethos, including empathy with people who have learning disabilities or autism and to the pressures on families who have children with complex needs.



## **How to Apply**

**Access:** If you have any access support needs to complete the application process please contact us to discuss reasonable adjustments that we can make to support you to apply.

**How to Apply:** For your application to be considered you must provide a CV and cover letter, which demonstrate that you have relevant experience to meet the job description and person specification detailed above. Please ensure that your cover letter makes explicit reference to the job description, person specification and your specific experience in outlining your suitability for the role. Please also ensure that you explain your particular interest in this job and in Bamboozle as an organisation. Please include your current/ most recent salary in your CV. Your CV and cover letter must be sent by email to [jobs@bamboozletheatre.co.uk](mailto:jobs@bamboozletheatre.co.uk), we will acknowledge receipt of all applications, but will only be able to offer feedback to candidates invited to interview.

**Deadline for applications:** Saturday 9 January 2021

**Interviews:** W/C 18 and/ or 25 January 2021

**Education and training:** Please give details of your full educational career in your CV, including any qualifications that you have obtained and any further training that you feel would help your application. This includes on the job training.

**Employment:** Please ensure that your CV gives details of all your previous employment or education for the past 10 years. If you are successful after interview we will need to contact your last employer and another employer (or suitable referee) before we are able to confirm you in the role.

**Eligibility to work in the UK:** Please ensure that you give details of any restrictions that you have to work in the UK. If you are selected for interview you will be asked to provide us with proof of your eligibility to work in the UK (e.g. passport or Home Office visa).

**References:** We will take up 2 references from the successful candidate, including your most recent employer.

**Disclosure and Barring Service Checks (DBS) and Self- Declaration:** In line with our policy for safeguarding vulnerable individuals the successful candidate will be required to have a current and up to date Enhanced DBS check before they can be confirmed in the role (this can be carried out after a job offer is made). Candidates invited to interview will be asked to complete a criminal records self-disclosure form.

**Your Data:** Information that you provide for your application will be used as part of the recruitment process. Any data supplied will be held securely and access restricted to those involved in dealing with your application and the recruitment and selection process. Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then it will be destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record.