

1. POST DETAILS

Department: Culture, Events and Tourism	Grade: H
Division: Derby LIVE	
Section: Production and Technical	
Job Title: Technical Manager	

2. PURPOSE OF THE POST

To manage, monitor, develop and facilitate technical requirements to ensure the effective and efficient delivery of all aspects of Derby LIVE's technical and production activities.

3. SUPERVISORY RESPONSIBILITIES

To Whom: Production and Technical Manager

For Whom: Technicians, Technical Assistants, Contractors, Freelance Staff

4. MAIN RESPONSIBILITIES

- To ensure the successful co-ordination and staging of events within all Derby LIVE venues maintaining a consistent, professional, first class service at all times.
- To realise technical aspects of elements of Derby LIVE's programmes, productions and co-productions within the agreed budget parameters and available resources, to help ensure the continued viability and sustainability of the organisation.
- To manage and schedule the work of all individuals and contractors within the Production and Technical team, to ensure maximum effectiveness and efficiency.
- To collate, communicate and record technical requirements for Derby LIVE programmes to ensure events run in a safe and efficient manner.
- To ensure all relevant health and safety documentation and sign-off's are completed before Derby LIVE events take place.
- To participate in the recruitment, selection, discipline, welfare and appraisal of employees.
- To support and liaise with external production companies, creatives and co-production staff, to ensuring effective interface between partners and relevant Derby LIVE staff.
- To lead, support and develop all Technical staff to ensure they are enabled to carry out their duties effectively and efficiently, both through carrying out in-house training and researching relevant external trainers to improve the knowledge and productivity of staff and evaluating the outcome.
- To ensure that all temporary electrical systems are installed and tested to comply with BS7909.
- To create, monitor and evaluate risk assessments and method statements, for the technical elements of productions and events.

Job Description

- To maintain a good working knowledge of all relevant Health and Safety legislation and good working practice in relation to but not restricted to the following:
 - Risk assessments
 - Manual handling
 - Care of Substances Hazardous to Health (COSHH)
 - Provision and Use of Work Equipment (PUWER)
 - Lifting Operations and Lifting Equipment Regulations (LOLER)
 - Electricity at Work (EAW)
 - Portable appliance testing (PAT)
- To manage the technical maintenance of venues, equipment and any other production facilities or equipment engaged by the company, to ensure that all equipment is in a fit state for use, including but not limited to scheduled PAT testing of event equipment.
- To lock and unlock identified premises, including the setting and un-setting of any alarm systems, to help ensure that the security of buildings and equipment is maintained at all times.
- To manage records of the company's assets including but not limited to; all lighting, sound and event equipment, plant, fixtures and fittings both temporary and permanent.
- To work flexible hours to suit the operation of the organisation, including evening and weekend work and occasional Bank Holidays. The job will at times require unsociable working hours.

Additional Duties

- Understand and comply with the Council's environmental policies.
- Comply with all Health & Safety policies and legislation in performance of the duties of the post.
- Work with information technology and associated systems in accordance with the Council's policies and procedures.
- Comply with standing orders, financial regulations and departmental instructions.
- Carry out duties and responsibilities of the post in compliance with the Council's Equality and Diversity policy.
- Take part in the Council's Great Performance Conversation scheme.

5. FOR COMPLETION BY SUCCESSFUL CANDIDATE

I acknowledge that I have received a copy of this job description and accept that the responsibilities of the post are as indicated

Signature _____ Date _____

Date updated: 6 September 2019