****

**Job Description**

**Technical Manager,**

**The Stoller Hall**

**Salary**: £22,000-£25,500k

Full time position

**Responsible To**: The Stoller Hall Deputy General Manager

**Responsible for:** Senior Technicians, Casual Technicians

**Hours of work**: This is a full-time post based on 35 hours per week for 52 weeks of the year (flexible working hours).

**Holiday Allowance**: An allowance for annual leave, based on 5.6 weeks of the year (including bank holidays) has been included in the salary.

**CONTEXT:**

On April 21, 2017 The Stoller Hall opened its doors for its first public concert. The £8.7m concert hall, built within Chetham’s School of Music in the centre of Manchester, boasts a 482-seat auditorium with a state-of-the-art acoustic perfect for a variety of artists and ensembles across many genres; for chamber orchestras, choirs, chamber music and recitals plus an adventurous programme of jazz, folk, pop, comedy and spoken word as well a range of conferences and events.

**Purpose:**

The Technical Manager will work closely with the The Stoller Hall General Manager and Deputy General Manager to ensure the effective delivery of all performances, events and conferences at The Stoller Hall. S/he will manage the stage and technical aspects of the concerts and events and act as lead contact for visiting artists and clients on the day. S/he will prepare, rig and operate sound, lighting, audio-visual, projection and staging equipment as required, liaising with visiting artists, promoters and clients as well as members of Staff from Chetham’s School of Music.

**Key responsibilities:**

The Technical Manager will:

1. Become the primary technical contact for The Stoller Hall;
2. Liaise with visiting artists, promoters, clients and staff on the day to ensure all events are delivered to the highest standards and according to their requirements;
3. Be part of The Stoller Hall venue management team and engage in the development and delivery of the business plan;
4. Prepare, rig and operate stage, sound, lighting and AV equipment as required;
5. Prepare, rig and operate recording equipment or facilitate external recording companies/engineers;
6. Prepare and operate camera, video and streaming equipment for our programme of live streamed and hybrid events;
7. Support Chetham’s School of Music with their recording and audio-visual requirements;
8. Undertake first line maintenance or repairs of equipment;
9. Train and line manage a team of casual technicians, with responsibility for performance, conduct, disciplinary and grievance;
10. Lead on the technical staff rota scheduling;
11. Input into Risk Assessments, devise Safe Systems of Work for use of stage and technical equipment and ensure records of training are kept up to date;
12. Ensure all staff and visitors observe safe working practises;
13. Advise on stage/technical elements of production advances as required;
14. Take part in venue show rounds and client meetings as required;
15. Write brief show reports following performances;
16. Liaise with backstage stewards and ensure they are able to take adequate breaks;
17. Any other duties as required;

**GENERAL RESPONSIBILITIES**

The Technical Manager will:

1. Promote The Stoller Hall in a positive and professional manner at all times;
2. Display a flexible “can do” approach which will enhance The Stoller Hall’s wider reputation;
3. Operate in accordance with Chetham’s School of Music’s policies and procedures including, in particular, Chetham’s School of Music Child Protection and Safeguarding Children Policy Statements (see separate document);
4. Undertake any training necessary to meet the requirements of the post;
5. Adopt a flexible approach to working hours as required by the business;
6. Undertake any other duties, relevant to the post holder’s skills, which may, from time to time be deemed necessary;
7. Be open to new ideas, understand the need for change and be willing to adapt;
8. Be aware of the issues of equality and diversity, understand and be sensitive to cultural differences;
9. Be responsible for his/her personal presentation, health and physical fitness;
10. Maintain a high level of attendance;

11. Take all possible steps to ensure a safe working environment for self and other.

**Person Specification: TECHNICAL Manager, The Stoller Hall**

**Essential**

1. At least 2 years’ supervisory experience in a concert hall, arts venue or equivalent professional touring experience;
2. Competence in stage and technical skills including sound, lighting, video and stage management;
3. Good understanding of and enthusiasm for music performance across all genres;
4. Knowledge of statutory Health & Safety Regulations and awareness of changing industry practices;
5. Strong interpersonal and communication skills including the ability to work successfully alongside professional musicians (including leading musicians from the national and international circuits), all levels of the School’s staff team and his/her own team alike;
6. Strongly customer/client focussed;
7. Total commitment to quality in every aspect of the role;
8. Highly organised and motivated, a real team player – work collaboratively with colleagues across organisation and with key external players;
9. Willingness and ability to work unsociable/weekend hours as required;

**Desirable**

1. Experience of working in the classical music sector;
2. Rigging and truss building/flying experience;
3. Knowledge of Artifax software;
4. Experience of DiGiCo S21 desk;
5. Experience of mixing for front/back fills;
6. Experience of ETC Element desk;
7. Experience of DMX over Ethernet;
8. Experience of GreenGo comms and cueing system;
9. Experience of recording and live streaming events

**CHILD PROTECTION AND SAFEGUARDING CHILDREN**

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham’s Child Protection and Safeguarding Policy and related documents (available at www.chethams.com) at all times.  If, in the course of carrying out the duties of the post, I become~~s~~ aware of any actual or potential risks to the safety or welfare of students at Chetham’s, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Head.

Our Policy and Procedure is in line with national directives and must be adhered to by all staff.  Chetham’s is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff.  Chetham’s recognises the contribution it can make to protect and support students.

I agree that I have read and understood the attached job description.

Employee’s name  .....................................................

Employee’s signature ................................................

Date. ……………………………………………………………………………………