



**Technical Manager
Applicant Information Pack**

Introduction / How to Apply

Thank you for your interest in the role of Technical Manager at Arts at the Mill CIC T/A The Old Courts. You will find information about the role and the person specification in the following pages. Before you apply, please read the information included here.

To apply, please send your CV and a cover letter to jobapp@theoldcourts.com with the subject line APPLICATION: TECHNICAL MANAGER. Your application should not exceed three A4 pages and should include your work history, qualifications or equivalent lived experience and should refer to how your skills and experience mean that you fit the essential and/or desirable criteria for the role.

All applications must be submitted by **16th March 2023**. Successful shortlisted applicants will be invited to attend an interview on **23rd or 24th March**.

As an organisation we are actively seeking diversity in our workforce. We would love to receive applications from people who identify as working class, LGBTQIA+, deaf or disabled, care-experienced, young carers, young people of South, East and South East Asian heritage, African or Caribbean heritage, Gypsy, Roma, or Irish Traveller heritage or Latinx heritage.

If you would like further information, support with access, or an informal chat about the post please contact us by email: jobapp@theoldcourts.com.

We look forward to receiving your application.

The People Team

Arts at the Mill CIC

About The Old Courts

We are a multi-arts centre based in Wigan with various performance spaces spread across an entire street. We deliver a diverse packed programme of events with the express aim of placing arts and culture front and centre in Wigan and the surrounding areas. Our spaces are open 7 days a week throughout the year and welcome in tens of thousands of people to enjoy music, theatre, dance, comedy, spoken word, visual art and much more.

Wigan is a place where world-class culture thrives.

Our Mission

The Old Courts is all about changing perceptions. Our mission is to create, engage and inspire by supporting ideas and hard work, providing cultural opportunities, and investing in Wigan and its people.

Our Artistic Vision

We understand the incredible importance of the Arts – not simply for entertainment, but as the fundamental threads in the fabric of everyday life.

The Arts should not be exclusive to the well-travelled nor a social tool for privileged circles. The Arts are what bond communities and bridge differences with the only true global language, expression.

At The Old Courts, our work is designed to introduce the arts into the lives of the people of Wigan and beyond and to enhance the experience of those who are engaged.

We are driven to CREATE a vibrant, supportive, risk-taking and strategic environment for artists to ENGAGE new and existing audiences and disconnected communities who we will help to INSPIRE change with unrivalled ambition.

Working at the Old Courts

The Old Courts is a busy organisation with 60+ members of staff.

Attending performances, events and being part of the creative life of the organisation is part of everyone's role at the Old Courts.

Our main office space is based inside the Former County Court offices on Crawford Street, Wigan Town Centre. We have a vibrant mix of individual / shared offices and a selection of accessible meeting spaces.

What we do

A significant part of what we do centres around live events; gigs, dance shows, theatre shows, film screenings, sector conferences, audience events and seminars provide artists and the public with the maximum number of entry points to the arts.

Networks

We are partners on various networks both locally and nationally across multiple art forms including 'The Collaborative Touring Network' for which we have brought outstanding touring shows and co-created new work on site.

Producing

We have a strong track-record in producing work for artists. A combination of in-house talent, facility and our wider network across the UK allows us to develop embryonic projects into touring, sustainable work. We understand the distance that can exist between a brilliant script and the stage but our ability to aid and structure the research, development and production of work allows work to be made entirely on site.

Co-Creation

We are developing several co-created projects which brings artists to Wigan to make work with talent from our borough. One such project is 'Moving Roots' which involves theatre producers from partner organisations from around The UK, including London, Cardiff and Peterborough. As a member of this consortium and working with a theatre maker from Manchester, we recently created 'Rent Party', a show right here in Wigan created with local talent to provide a platform for both performers in the town and the culture of the town itself.

Artist Development

We are fully committed to using our resource as a tool to further the progress of artists. Since first opening our doors we have played a part in the development of artists in many different ways. We have encountered raw talent from individuals seeking opportunity with little or no knowledge of how to find it and we have been approached by established performers who required support in networking or bid-writing. Whatever the ask, whatever the experience and whatever the artist is trying to achieve, we take pride in our ability to unlock potential and play a key role in development. The future of the arts is being forged as we speak. For arts and culture to play an increasingly important role in everyday life, time, experience, knowledge and dedication will always be needed from organisations like ours and we will continue to provide it.

Community Work

Our surroundings play a fundamental role in everything we do. We are very proud to be from Wigan and based in Wigan and we appreciate how our organisation has been embraced by those who we live and work amongst. As such, we get great satisfaction from the many community projects we run. We have a community programme filled with meet-ups, social opportunities, upskilling, entertainment and more. The Old Courts is a place where anyone is welcome and it is fair to say that what we do is of significant value to a host of local groups and individuals.

The Role

Responsible to: Project Director (Production & Technical)

Responsible for: Theatre and Events Technician, Sound Technician, Freelance Technical Staff

Main Role and Responsibilities:

The Technical Manager will

- Lead and manage the Technical Team at The Old Courts.
- Lead by example, building a culture of safety, respect, teamwork, and technical excellence.
- Work alongside the Project Director (Production & Technical) to recruit, train and resource the Technical Team, to maximise successful outcomes for productions at TOC.
- Lead and delegate technical communications with companies, artists, and contractors.
- Build on existing asset management and safety systems to safely and effectively manage technical assets in accordance with industry regulations.
- Arrange staffing schedules and book freelance staff as required.
- Work in collaboration with the programming, producing and sales teams to ensure productions are budgeted correctly and are achieved within budget.
- Report to the Project Director (Production & Technical) on production outcomes and staff development.
- Work alongside the Project Director (Production & Technical) to pro-actively plan for the future of the organisation and continually improve production standards and processes.

The Technical Manager will be responsible for:

- The overall production values and production quality of all activities.
- The production experience for artists and participants of all activities.
- The health and safety of staff and the public in relation to production activity.
- Legal and regulatory compliance for technical and production activity.
- The management, allocation and testing of technical resources.
- The training and development of the technical team.

The Technical Manager may also be asked to carry out additional responsibilities as required by their Line Manager or by the Leadership Team of Arts at the Mill CIC.

Person Specification

Skills & Abilities	Desirable	Essential
Minimum 5 years working in the production/technical theatre industry, managing other technicians, budgets, and venue(s).		x
Experience in multiple production settings.		x
Advanced technical experience in theatre.		x
Advanced technical experience in live music.	x	
Experience in asset management and testing.	x	
Degree level qualification in related subject.	x	
In-work qualifications in health and safety.	x	
In-work qualifications in rigging, access to height etc.	x	
Experience in recruitment of technical staff.	x	
Experience in booking freelance technical staff.	x	
Ability to maintain effective working relationships with a wide variety of people and organisations.		x
Ability to work dynamically and on multiple projects simultaneously.		x
Ability to work flexibly according to the requirements of the post.	x	
Good IT skills and ability to learn new software as required.		x
Excellent written and verbal communication skills.		x
Attention to detail.		x
Self-motivated and able to work unsupervised with excellent administration, organisational, and time management skills.		x
Understanding and commitment to equal opportunities and an ability to relate to people across the community.		x
Prepared to travel across sites.	x	
Values		
Driven to achieve outstanding results which propel the organisation forward.		x
Ambition to improve existing norms in the sector.		x
Commitment to our mission and values.		x

Terms & Conditions

This post is subject to Disclosure and Barring Service Enhanced checks.

Salary: £32,000 gross per annum.

Hours: 37.5 hours per week, excluding a daily half-hour lunch break.

This role is 5 days per week Monday-Friday.

Usual office hours are 1000-1800hrs.

We offer flexible working patterns where possible.

Some evening and weekend working may be required as part of this role.

Overtime: No overtime payments.

Annual Leave: 33 days including bank holidays.

Probation period: 6 months, with a 3 month review.

Notice period: 4 weeks.

Contract Period: Permanent.

Workplace Pension Scheme: Arts at the Mill CIC pension scheme is provided by True Potential.

Staff Benefits Company pension.

Confidential Support Service provided by Peninsular.

Cycle to Work Scheme.

Complimentary tickets for performances at The Old Courts (subject to availability and staff ticket policy).

Discounted drinks in the bars (subject to discount policy).