



Deputy Technical Manager – Edinburgh Playhouse

About us

ATG Entertainment is proud to stand at the forefront of the live entertainment industry.

Our expertise and capabilities enable producers and other creatives to bring their visions to life and create unforgettable performances for audiences, presented in our landmark venues and delivered with exceptional hospitality. It is the passion of our teams, that cover every discipline across the live entertainment industry, that underpins our continuing strategic growth and success.

We own, operate or programme some of the world's most iconic venues; ATG Entertainment manages 64 venues across Britain, the US and Germany.

We are the world leader in theatre ticketing; We process more than 18 million tickets every year for hit musicals, acclaimed plays, concerts, comedy shows and a variety of other live events across the UK, US, and Germany.

We present the world's best live entertainment in our venues; working alongside the world's leading producers and creative artists, our venues present an extraordinarily diverse range of top-quality entertainment.

We produce award-winning shows; our in-house production team, ATG Productions, are dedicated to producing critically acclaimed, commercially successful and creatively ambitious work for the West End, Broadway, Continental Europe and beyond.

People are at the heart of our success. We are passionate about bringing great live experiences to the widest possible audience; about giving the world's best creative talent the stage it deserves; and about providing our people and partners with opportunities to realise their full potential.

Our values

In everything we do, we strive to be Ambitious, Collaborative, Passionate and Smart.

- We are **ambitious** and seek to exceed people's expectations.
- We are **collaborative** and help each other to reach our goals.
- We are **passionate** about our work, our business, and our industry.
- We are **smart** in our quest for simple, efficient, and innovative solutions.

Corporate Social Responsibility: our priorities

- Next Generations: introducing tomorrow's audiences to the pleasures of live entertainment, recruiting and nurturing the next generation of industry talent.
- Inclusion: improving and promoting diversity, inclusion and well-being in the workplace.
- Sustainability: helping reduce our impact on the environment by making our business more sustainable.

A Stage for Everyone - Our Inclusion, Diversity, Equity and Access Mission Statement

Our stages are a platform for compelling stories – stories that are for all, by all, and of all. We shine our spotlight on our differences and believe that understanding and celebrating these differences makes us better global citizens. We are passionate about the pursuit of true diversity and equality. We strive to make our venues beacons of these ideals in our communities. Onstage and off, we hold ourselves accountable for nurturing an inclusive culture, one in which everyone can bring their authentic selves. At ATG entertainment, we provide a stage for everyone.

We recognise that we do not have all the answers; but we strive to listen, to learn and to change in order to ensure ATG Entertainment becomes a truly inclusive organisation. We therefore welcome and encourage applications from individuals from the widest possible range of backgrounds and particularly welcome applications from those currently underrepresented in our workforce.

We are a Disability Confident Committed Employer, which means that we are taking action to ensure that people with disabilities and long-term health conditions feel supported, engaged and able to fulfil their potential in the workplace. We will offer an interview or recruitment event to disabled candidates who tell us they wish to participate in the scheme and who demonstrate in their application that they best meet the essential criteria for the role. Where we receive more applications than we are reasonably able to interview for any given role, we will retain applications for the next available interview opportunity wherever possible.

If you'd like to discuss accessibility prior to applying, please email recruitment@atgentertainment.com for a confidential discussion.

The Deputy Technical Manager Role

This is a very exciting opportunity for the right individual to join and assist in leading the Technical Team at the Edinburgh Playhouse. Reporting to the Technical Manager you will play a key role in ensuring our standards of presentation, both on stage and in the rest of the building, are exemplary. You will assist in the leadership and delivery of the technical, maintenance, stage door and backstage operations and teams.

You will be expected to have extensive management experience to lead, develop and grow a technical team with many years of experience, you will work closely with colleagues in lighting, stage management, building maintenance and FOH operations.

The role is offered on an annualised hours contract, meaning that working hours may vary throughout the year and payment for any premium hours, such as get outs, are all included in the annual salary. The role will be subject to a 6 month satisfactory probation period. The role also involves regular evening and weekend work as well as get-ins and get-outs as appropriate.

You will be working in a fast-paced environment, with no two days the same.

This role is based at the Edinburgh Playhouse.

Key Responsibilities

- Assist the Technical Manager in the implementation and monitoring of procedures and facilities in accordance with the Management of Health & Safety at Work Regulations (1999), relating to all theatre employees, visiting companies, contractors and patrons.
- Work when required on show fit-ups, get-outs and as show crew on productions. Flexibility is key and the ability to cover absences at short notice is important. In the role of duty technician to respond to fire alarm activations and carry out an important role in the investigation and evacuation procedures backstage.
- Assist in the efficient scheduling of technical staff to service the operational needs of the Edinburgh Playhouse, considering the varying needs of the business, productions and requirements of visiting shows. Scheduling to adhere to the UKT / BECTU Code of Conduct, European Working Time Regulations and staff contracts.
- Take the lead in advance communication with visiting productions, ensuring a timely exchange of the productions technical needs, staffing and safety information and to disseminate production information to all affected parties as it is received. To ensure all productions are aware of their responsibilities under the CDM Regulations. To keep the Edinburgh Playhouse technical information continually updated.
- Ensure that the producers, promoters, touring companies, and production teams receive the highest standards of customer care at all times.
- When required to help arrange hire kit for visiting companies, as well as additional outside crew, runners or catering assistants.
- With the Technical Manager and other full-time staff, lead and ensure the smooth running of fit ups, get outs and shows, in line with health and safety legislation and the requirements of the visiting company. To work between stage, LX and sound disciplines to promote a multi-skilled environment.
- Manage timesheets for all casual staff weekly, ensuring that they are correct and accurately reflect the needs of the Theatre and visiting production.
- Manage the ordering of materials and services required by the technical department in a timely fashion, in accordance with the company's approved procedures, and to ensure that expenditure is kept within the agreed budgets.
- Ensure the safe, tidy and efficient use of all storage areas within the theatre, and to promote good housekeeping throughout the technical department
- Deputise for the Technical Manager in their absence, including weekly Senior Management Team meetings and monthly Health & Safety, Environment and Risk meetings.

Property, Building and Maintenance

- In conjunction with the Maintenance Manager, Technical Manager and ATG Property Services, track and log venue inspections, services and maintenance visits, and actions arising, using the online Meridian portal. To communicate with contractors and ensure all visits are scheduled around other Theatre commitments and that all occur within the required intervals.
- Assist the Technical Manager in the maintenance of the building and its infrastructure, ensuring prompt and appropriate action is taken within budgetary and operational constraints.
- Take ownership of *Tracking This* and *Meridian* compliance as well as monthly workplace inspections.
- Working with the Technical Manager, to manage and monitor the performance of outside contractors where appropriate, ensuring that all work is carried out to the highest possible standards and in line with Health & Safety requirements. This will include both regular servicing and maintenance contractors for the building, and those working on major capital projects.
- Complete regular building walk-rounds, identifying shortcomings in building fabric and infrastructure and deficiencies in technical facilities. With the Technical Manager maintain prioritised lists of projects and requirements, both to be fulfilled in-house and for submission for inclusion in the Theatre's 5 year capital expenditure plans
- Plan and execute certain in-house refurbishment and installation projects, within venue budget and staffing constraints
- With the Technical Manager, create, review and revise risk assessments, safe working practices, COSHH assessments and rescue plans on a regular basis

Health and Safety

- Implement and comply with the companies Health & Safety Policy and Risk Management System, maintaining the safest possible environment for your colleagues, visiting companies and customers.
- Support in training for staff across the venue on H&S matters, including manual handling, as required.
- Ensure that any points raised through audits are actioned within the appropriate timescales.
- Assist the Technical Manager to ensure contractors provide CDM/risk assessment detail, specific to venue, in advance of their visit and that venue policies, including on hot works, are followed throughout their time on site.

Staff Development, Training and Relationships

- Undertake training courses as required to meet the needs of the Theatre and for further self-development.
- Assist in the development of a skilled, cohesive, and motivated team by ensuring high standards of recruitment, communication, development and training.
- Recruit, train, appraise and manage your teams to ensure business and departmental objectives are achieved through the team.
- Develop a positive working relationship and continuously manage a healthy communication with trade union members of the technical team.

Other Duties

- At times, and as the business requires, work at other ATG venues
- Undertake any such duties and training as may be considered reasonable
- Be a key holder for the building/buildings call out list in case of emergencies

Everyone's Responsibility

Everyone at ATG is expected to play their part in achieving our goals and upholding our core values, by:

- Committing to creating and upholding a positive, inclusive culture that nurtures potential and supports well-being.
- Playing your part in reducing our environmental impact and finding more sustainable ways of working.

- Encouraging the next generation in live entertainment by contributing to our outreach and training programmes, including mentoring students and trainees, and supporting our Creative Learning and Community Partnerships work.
- Having a positive attitude to health and safety, legal and insurance requirements and take care to understand our policies and procedures. You'll help us uphold a positive culture around meeting our obligations.

We are all expected to participate actively in the life of the company, and opportunities will arise for you to collaborate with others across the business. Everyone at ATG is expected to be flexible and adapt as the needs of the business change, taking on new or different responsibilities as the need arises.

Your Skills, Qualities, and Experience

Essential

- Previous experience working at a senior level within a Technical Department in a large-scale theatre or similar.
- Proven hands-on Technical Theatre experience and knowledge. With strengths in lighting and sound.
- Experienced in the implementation of safe systems and developing a safety culture, managing Health and Safety at Work in a theatre or similar context.
- Experienced in risk assessment writing and review.
- Recognised health and safety at work certification.
- Manual Handling
- Working At Height

Desirable

- Ability to use Meridian and other databased programmes
- Experience of delivering training
- Rigging experience
- Experience in production or project management.
- Stakeholder management – working with producers and clients.
- Overview of operational security systems.
- First Aid and/or Mental Health First Aid training.