



Assistant Technical Manager

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 Assistant Technical Manager Role

The Assistant Technical Manager is based at Richmond Theatre, but work or training at other ATG sites may sometimes be required. As Assistant Technical Manager, you will work collaboratively across all technical departments and report directly to the Technical & Buildings Manager.

You will be required to lead efficiently on fit ups and get outs. Assisting in pre-production planning and understanding venue systems and infrastructure will be an important part of this role.

You will work alongside the Technical and Buildings Manager and Deputy Technical Manager to ensure communication is kept up with visiting companies pre-production and during their visit, whilst relaying to the rest of the technical team the information that is needed, including, X2 Senior Technicians, Technician, Casual Technicians, Stage door and maintenance teams.

In the absence of the Technical and Buildings Manager you will deputise for them.

Your assistance and expertise will be required in training and maintaining a skilled, cohesive and motivated technical team. You will ensure venue and industry policies and procedures are being adhered to, and when required assist in implementing them.

You will play a pivotal part in ensuring our standards of presentation both on stage and in the rest of the building are top class. Ensuring that technical equipment is regularly maintained and within its testing period and that all relevant stock levels are to a suitable standard. You will work closely with visiting companies to ensure their technical needs are met economically and efficiently, ensuring these comply with the agreed contractual terms. You will assist in maintenance of a grade 2 listed building and keeping high standards throughout the venue. You will represent the venue on fit ups and get outs and leading the technical crew.

This post will include some evening and weekend work as well as get-ins and get-outs as appropriate, payment for which is included in the annual salary. Time off in lieu can be taken by arrangement with the Theatre Manager/Director. As an ATG team member, you will be entitled to benefits including complimentary tickets, lifestyle discount offers, development opportunities and wellbeing support. You will join an extensive network of colleagues within the venue and also across the company's national and international structure. You will be part of a kind and interested team, thriving on the variety of production we host in such beautiful surroundings.

Key responsibilities

- Along with the Deputy Technical Manager, deputise for the Technical and Buildings Manager in their absence.
- When required, to lead a department during a get in and get out including LX, Sound & Stage teams, to have a good background in LX and Sound whilst being able to work interdepartmentally.
- To act as Duty Technician when required for performances ensuring that venue operations are in place for the show.
- In conjunction with the Technical and Buildings Manager, to ensure a safe fit up and get out of all productions, in accordance with the code of conduct.
- To assist the technical management team in recruitment, training and appraising of the technical teams.
- Attend training courses as required to further self-development.
- Ensure that staff and crew hours are monitored each week and reported to the Technical and Buildings Manager ensuring timesheets are correct and ready for processing.

- To adhere to all company health and safety procedures to minimise the risk of injury and accidents.
- Ensure CDM(2015) regulations, risk assessments and method statements are being properly implemented, both internally and by visiting companies in advance of get ins and get outs.
- With the technical management and stage door supervisor ensure that producers, touring companies and contractors receive the highest standards of customer care.
- Alongside the Technical and Buildings Manager and Maintenance Supervisor, to work to maintain the fabric of the building to a grade 2 listed building.
- To ensure that materials and services required by the technical department are costed and ordered in accordance with company policies, subsequently ensuring all expenditure is kept within agreed budgets.
- In conjunction with the Technical and Buildings Manager, to set up regular department meetings informing the technical team of any upcoming planned productions or works within the team and venue.
- As part of the technical management team be able to assist with scheduling of casual technical crew.
- Work collaboratively with the Technical and Buildings Manager, venue management and venue Administrator to promote the theatre as a hire and filming venue, developing new business and maximising income.
- To work with all private hires, filming and creative learning activities including work experience when required to maintain full technical support as a production would receive.
- To attend meetings as necessary to support the technical team.
- Ensure that any accidents or near misses are reported and dealt with in accordance with company policies.
- To ensure that PAT testing and Risk assessments are carried out on a regular basis.
- To help implement any new risk policy and procedures.
- To ensure contractor management is maintained and efficient.
- In conjunction with the Technical and Buildings Manager, to ensure that budgets are kept and orders are maintained via the relevant company protocols.
- To write and review venue risk assessments and COSHH risk assessments.
- To ensure ATG's zero tolerance approach to bullying, racism, homophobia, and transphobia is rigorously enforced using informal counselling sessions to provide a safe and comfortable environment for all.

Everyone's responsibility

Everyone at ATG Entertainment 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 Entertainment 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.

If you are able to demonstrate many of the essential criteria, we encourage you to apply, and welcome transferable skills from other industries or backgrounds. We can give experience of any desirable criteria but may also use them to decide between candidates for this role.

Essential

- Good working knowledge of technical theatre with an in-depth knowledge of LX and Sound.
- Understanding of LX and Sound systems and set up.

- Understanding of stage housing equipment including counterweight flies.
- Experience of EOS desks, including programming and operating.
- Experience of setting up and mixing live sound.
- Evidence of competency in English and Maths.
- Proven experience working at a senior level within a technical department in a mid/large scale venue.
- Experience of production management.
- Experienced in Staff management, leadership, and supervision.
- Experienced in safety legislation, implementation of safe systems and developing culture.
- Excellent written and oral communication.
- Attention to detail and proactive attitude to improvement.
- Ability to promote and represent the organisation.
- Ability to lead and contribute to a team.
- Good IT skills, including Outlook, Word, Excel and Teams.
- A leader with the ability to direct tasks but request assistance as required.
- Flexibility to work unsocial hours and weekends to meet the business needs.
- Extensive knowledge of either technical, production or building management.
- Extensive knowledge of safety and workplace legislation.

Desirable

- IOSH certificate.
- Understanding of BS7909.
- Management/leadership training.
- First Aid Training
- Fire Marshal training.
- Working at height harness and rescue training.
- Pyrotechnics training.
- Tallescope use and rescue training.
- PASMA Training.
- Understanding of HR policy.
- Understanding of financial management and budget planning.
- Ability to identify training needs and ensure the technical competence of the team.
- Experience at delivering training.
- Experience in managing and implementing change.
- Previous knowledge of building and facility management.
- Enjoys live music and the arts.
- Committed to raising the profile of the business within the local community.