



JOB TITLE: **Technical & Building Manager**

Responsible to: Managing Director

Responsible for: Contractors and maintenance casual staff

Co-ordination of the technical departments
(for maintenance, restoration projects and certification)

HOURS: 40 hours a week as operationally required between the hours of 8.00 and
23.30. Evenings and weekend work where necessary

PAY: £46,000 per annum

=====

General

To implement the ongoing maintenance, restoration, improvements and inspection regime of the Grade 2 listed Criterion Theatre. In so doing oversee and delegate to the relevant technical departments.

To lead on co-ordination with incoming production managers including scheduling for main production and one day hires.

The Technical & Building Manager will report to the Managing Director and work closely with the Head of Electrics and Head of Stage, Theatre Manager and with their Co-Health & Safety Officer to ensure all areas of the building are fit for purpose providing a safe, functioning and energy efficient environment for all users.

In so doing:

- Comply with Health & Safety regulations (with additional responsibility as one of the company's two appointed H & S Officers)
- Comply with all licensing and building regulations.
- Comply with all company policies and codes of practice, including Equal Opportunities, Health & Safety policies and licensing regulations.
- Minimise the Trust's environmental impact and promote sustainability.

Production

- Work with the Head of Electrics and Head of Stage in liaising with incoming design, production, technical staff and suppliers to ensure the smooth running and reception into the building for all productions and individual events.



- Liaise with incoming production companies and production managers regarding H&S, electrical safety, licensing and other working regulations including booking in any required permits from the relevant authorities.

Building & Maintenance

- Ensure that the requirements of health and safety legislation and company policy, fire risk assessments and licensing regulations are adhered to at all times.
- Work with the relevant heads of department to ensure all installations and equipment are maintained, including coordination of independent inspection and certification where required. Assist departments in carrying out works as required/appropriate.
- Liaise with the Trust's Landlords and We-Fix in maintenance and certification of air conditioning, heating, water and waste supplies, fire prevention and safety equipment.
- Liaise with the Trust's landlords and security staff regarding access and use of the loading bay, lift access and street load ins.
- Lead on regular inspections of the building, liaising with relevant departments and management. Assign and monitor works to be carried out by relative department heads and /or external contractors, ensuring that any reactive or proactive maintenance is carried out in a safe, timely manner and to a high standard.
- Project manage restoration and major maintenance projects including budgeting and scheduling. Engage and manage external contractors, delegate and oversee internal departmental involvement and the coordination of internal departments with external contractors.
- To actively improve and create new relationships between the Criterion Theatre, contractors, suppliers and clients: to negotiate contracts and financial terms with new and existing contractors and oversee works to ensure they are carried out in accordance with relevant regulations and legislation and to a high standard.
- Maintain a central record of inspection and servicing documentation and records of maintenance and safety checks. Ensure departments are arranging inspections and certification in a timely manner as scheduled
- Co-ordinate a register of Company assets and equipment. Ensure, with the relevant head of department, that all equipment is present, maintained and fit for purpose.
- Lead on The Criterion's Environmental Policy, working to implement improvements to reduce environmental impact.
- Assist the Managing Director in implementing security and safety policies and procedures.



Management & Administration

- Liaise with relevant head of department in the tender process for engaging external contractors.
- Ensuring that expenditure is pre-approved by the Managing Director and all paperwork completed.
- Ensuring health & safety requirements are met and maintaining adequate records and documentation.
- Assist Technical head of department in recruitment and scheduling across departments as required.

General

- Keep apprised of developments in technical theatre, production practices and building infrastructure and regulation changes; advise and implement changes as necessary
- Be available for call-outs outside of normal opening hours during production periods and in emergency situations.
- Support other departments when and as necessary including emergency house cover for Stage and LX departments
- First aid cover.
- Act as key holder as and when required

Skills & Experience

Essential:

- Minimum of 2 years venue experience
- Proven experience of building services and systems
- Proven experience of theatre technical procedures and systems
- Knowledge of health and safety and venue licensing requirements
- Demonstrable ability to work as part of a team and under own initiative
- Previous line management experience
- A commitment to customer care and a welcoming personality.
- An attention to detail, with the ability to meet deadlines.
- Good communicator
- Provide a positive, hands-on attitude to the job with an ability to demonstrate creative and flexible problem-solving skills
- Good IT skills

Desirable:

- Health and safety qualification



- First aid at work qualification
- IPAF and Working at Height