

# Saffron Hall

<b>Job Title:</b>	Technical Director	<b>Job Category:</b>	
<b>Department/Group:</b>	Technical Department	<b>Job Code</b>	
<b>Location:</b>	Saffron Walden	<b>Travel Required:</b>	Some Travel around the local area
<b>Level/Salary Range:</b>	£38,000 - £45,000 depending on experience	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Angela Dixon COE Angela.dixon@saffronhall.com	<b>Date posted:</b>	2/5/19
<b>Holiday:</b>	28 days a year plus public holidays	<b>Posting Expires:</b>	17/5/19
<b>Hours:</b>	35 hours a week, some evening and weekend working required.		
<b>DBS checking</b>	The appointment will be subject to an enhanced Disclosure and Barring Service check. Saffron Hall Ltd is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.		
<b>Applications Accepted By:</b>			
<b>Email applications only will be accepted</b> Angela.dixon@saffronhall.com Subject Line: Technical Director			
<b>Job Description</b>			
<ul style="list-style-type: none"> <li>• Ensure that the Saffron Hall Trust has the necessary technical support to enable any creative teams, whether they be touring, visiting productions or in-house events across both concerts, productions and learning events, to fully realise the fulfillment of the Saffron Hall Trust’s vision and artistic aims.</li> <li>• Through a structured management team, ensure that the Saffron Hall Trust’s productions are well planned, staffed, budgeted, implemented and monitored to ensure the highest quality of world class production values.</li> <li>• Ensure that the recruitment, employment, and working practices and procedures of technical, production and caretaking staff are within Saffron Hall Trust’s current procedures.</li> <li>• Ensure the highest level of health and safety management in technical, stage management and production operations and ensure that all staff are adequately trained and all areas of compliance are being filled in line with current legislation.</li> <li>• Ensure the highest level of health and safety management of all Saffron Hall activity, such as catering and office management.</li> <li>• Direct and manage all technical and production aspects of potential hires or co-produced Saffron Hall Trust productions with other companies or promoters.</li> <li>• Provide support and advice to SWCHS on occasion as required.</li> <li>• Work with the SWCHS management team to establish good working practices between the Trust and the school.</li> <li>• Work with Trust partners to deliver learning opportunities with the Technical department through apprenticeships, work experience placements and technical electives with the school.</li> <li>• Work with the Chief Executive to establish Saffron Hall as a leading recording venue, maximising profitability in this area.</li> <li>• Work with SWCHS to oversee the maintenance of any work in technical and production areas during any closed or ‘dark’ period of the schedule.</li> <li>• Contribute to the planning of capital expenditure projects within the Saffron Hall Trust remit.</li> <li>• Support a culture of continuous improvement across all teams, services and activities.</li> <li>• Responsibility for all work and throughput of operations in the following departments:</li> </ul> <p><i>Technical Departments</i></p> <ul style="list-style-type: none"> <li>- Technical Management</li> <li>- Stage Operations</li> <li>- Lighting</li> <li>- Sound and Broadcast</li> <li>- Audio Visual Presentation</li> </ul>			

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- Stage Management - including the hire of 'extras'
- Surtitles / supertitle and translation support
- Systems / Engineering support

### *Production Departments*

On a fixed term or project basis:

- Production Management
- Workshops management and drawing office
- Scenic carpentry, scenic painting, metal/ engineering and properties departments
- Production Wardrobe, Wigs and Make-Up workshops and departments

### *Learning Departments*

- Schools liaison for technical entertainment development

### *Caretaking Team*

- Locking and unlocking the concert hall
- Front of House set-up
- Security of backstage area

- Manage all essential Health and Safety training to the required standard, and any other training as required, including but not restricted to:

- IOSH (Institution of Occupational Safety and Health)– Managing safely
- LOLER (Lifting Operations and Lifting Equipment Regulations)
- COSHH (Control of Substances Hazardous to Health)
- PUWER (Provision of Use of Work Equipment Regulations)
- Manual handling
- Working at height
- Safe use of access equipment, mobile elevated work platforms (MEWPS)
- Manage, uphold and support all local Health and Safety implications and other relevant legislation
- Ensure that all incidents and/or accidents are reported, with proper records kept.
- Carry out a full investigation and instigate required actions to ensure compliance with any H & S legislation
- Lead in the development of risk assessments for the technical departments as required
  - Manage the Trust's IT consultants and lead on continuous improvement of the trust's IT and telephone provision
  - Together with the catering manager, improve and maintain the bar equipment and ensure compliance with Food and Hygiene requirements.
  - Together with the Fundraising and Communication Director to supply information for capital project funding bids
  - Effective management of key stakeholder relationships.
  - Effective resource management and budget management.
  - Effective management of direct reports and reporting teams, ensuring strong morale.
  - Compliance with Health and Safety best practice and Saffron Hall policies and procedures.

### **Person Specification**

- A proven track record in technical management with a major performance venue.
- Excellent technical skills, with a thorough understanding of current and future equipment needs and systems across all the main areas of technical theatre operations.
- Excellent understanding of the work and operations in Production and Stage Management, Operations and building management.
- Clear and well established understanding of the artistic aims and objectives of artistic companies.
- Have comprehensive proven professional work experience in the events industry with a strong knowledge of all stage sections: lighting, stage, sound, AV, IT and stage management.
- Highly developed management skills, with experience in the use of systems and procedures to support delivery of objectives, to include:

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- Project management
- Resource and budget management
- Staffing / employee terms and agreements
- Compliance with Health and Safety procedures
- The ability to perform consistently and effectively under pressure, with adept troubleshooting and problem solving skills.
  - Excellent and proven leadership skills
  - Highly developed communication skills to ensure effective interactions at all levels across multi-disciplinary and multi-cultural teams
  - Ability to work closely, support, advise and appreciate the requirements of artistic teams
  - Ability to give clear direction to staff working with you
  - Highly motivated team player
  - Willingness to learn new skills and pass on skills to other work colleagues
  - Flexibility to work varied hours, weekends, public holidays, overnights and scheduled performances as required.
  - Some previous knowledge of working with classical music events is preferable