

Theatr Clwyd
Venue Technical Manager

Family:	Experience
Reporting to:	Director of Producing & Programming
Responsible for:	Deputy Venue Technical Managers, Venue Technicians, Crew

Job Purpose

The Venue Technical Manager leads the day-to-day operation of the venue's technical department, ensuring the safe and effective delivery of all productions, hires and events at Theatr Clwyd.

The role is responsible for coordinating technical resources, facilities and staff to support both Theatr Clwyd's in-house productions and a diverse programme of visiting work. The postholder will ensure the smooth operation of the venue within agreed schedules and budgets, always maintaining high technical standards and safe working practices.

Working closely with creative teams, visiting companies and colleagues across the organisation, the Venue Technical Manager oversees the technical planning and delivery of activity across the building, supporting the creation, presentation and touring of theatre and other live events.

Key Responsibilities

Technical Operations

- Oversee the technical delivery of all productions, hires and events across the venue, ensuring activity is delivered safely, efficiently and to a high professional standard.
- Design and implement new procedures and protocols to ensure consistency and quality of service across the department.
- Plan and coordinate the technical requirements of productions and events, ensuring staging, equipment, facilities and staffing meet the needs of each production.
- Act as the primary technical liaison for visiting companies, producers, promoters and hirers, providing technical information, advice and support in advance of and during their time at the venue.
- Maintain a thorough understanding of the venue's technical infrastructure and capabilities, including lighting, sound, staging, seating and backstage facilities.
- Act as Duty Technician for performances and events as required.

Team Leadership

- Recruit, lead and supervise venue technicians and crew, supporting the development of a skilled, confident and well-trained technical team.
- Plan and coordinate staffing to deliver a busy programme of productions and events.
- Foster a positive team culture, supporting staff development and ensuring high standards of professionalism, safety and collaboration.

Equipment and Facilities

- Oversee the maintenance, servicing and inventory of technical equipment, ensuring appropriate inspection, testing and record keeping in line with statutory requirements (including PAT, LOLER and other relevant regulations).
- Ensure the effective management and upkeep of technical facilities across the venue.
- Provide first-line maintenance and troubleshooting of technical systems and equipment where appropriate.

Health & Safety

- Ensure safe working practices are maintained at all times across all technical activity.
- Produce and review risk assessments and method statements where required.
- Oversee safe working practices during get-ins, fit-ups, performances and get-outs.
- Ensure compliance with relevant health and safety legislation and guidance, including Fire Risk Assessment requirements.
- Ensure appropriate training and procedures are in place for technical staff, including manual handling and emergency procedures.

Collaboration and Representation

- Work collaboratively with colleagues across the organisation to support the successful delivery of Theatr Clwyd's programme and ensure an excellent experience for visiting artists, companies and audiences.
- Contribute positively to the culture, values and reputation of Theatr Clwyd, acting as an ambassador for the organisation.
- Undertake any other duties reasonably required by the Director of Producing & Programming.

Person Specification

Essential

- Significant professional experience within a theatre or live events technical department, producing venue, touring company or similar environment.
- Strong technical theatre knowledge, with practical experience of lighting, sound and stage systems.
- Experience of working with theatrical rigging, flying systems, scenery and stage decking.
- Proven experience managing or supervising technical staff or crews.
- Experience of managing resources and budgets effectively.
- Highly organised, with the ability to manage multiple projects and prioritise competing demands.
- Excellent interpersonal and communication skills, with the ability to work confidently with artists, visiting companies and colleagues across departments.
- Working knowledge of relevant health and safety legislation and industry guidance (including PUWER, COSHH, LOLER and ABTT guidance).
- Experience preparing and reviewing risk assessments and method statements.
- Practical technical skills including the safe use of hand tools and portable power tools.
- Ability to work safely at height and undertake the physical aspects of technical theatre work.
- Ability to work both independently and collaboratively within a busy producing theatre environment.

- Willingness to work flexible and unsociable hours, including evenings and weekends as required by the programme.
- Full UK driving licence, with experience driving long-wheelbase vans.

Desirable

- Training or certification in manual handling and the safe use of ladders and access equipment.
- Ability to read and interpret technical drawings, with experience of CAD software or technical drafting.
- Knowledge of electrical theory and practice relating to theatre lighting, sound and communications systems.
- Familiarity with contemporary lighting, audio and audio-visual systems, including control and playback systems.
- Experience supporting or coordinating events within a venue or live performance environment.
- Ability to communicate in Welsh (spoken and/or written).