



C Entertainment Theatres Limited
A 12 Palace Street, London, SW1E 5JA
T 020 7592 0302
W www.theotherpalace.co.uk

Job Description

Job Title: Deputy Technical Manager
Hours: 40 hours per week
Salary Band: £30,000 - £33,325 per annum + BECTU House Agreement rates
Reports to: Technical and Buildings Manager
Responsible for: Technicians, Casual technicians and show staff.
Works with: BKL Production teams, External Producers and production teams, All Internal Venue departments
Location: The Other Palace

Main Purpose

Bill Kenwright Ltd is looking for a motivated and enthusiastic Deputy Technical Manager to assist with the smooth delivery of all production elements and events undertaken in the venue along with managing the smooth operation of the building and facilities. The key elements of the role include:

- The post holder will support the Technical Manager with the planning, technical delivery, staffing and support of all productions. This includes received shows, hires, and events, BKL productions and in-house productions.
- To support the technical manager with the resource management, rota, and delivery of all technical staffing, as required by the programme of performances and events.
- To work with the technical team on the maintenance, repair, inspection, and replacement of both installed and loose technical equipment.
- To undertake periodic H&S and operational checks including, lamp rounds, fire alarm tests, LOLER inspections, PAT testing of technical equipment etc.
- To be an active member of the H&S committee, working closely with the Theatre Manager, Technical Manager, FOH manager and Operations Director, to manage and maintain the Venues Health & Safety policies and procedures, ensuring that all operations and activities have suitable risk assessments, method statements and CDM plans and that these are followed, including incident and emergency plans. This will include being on the emergency call out list.
- To undertake and lead on (where required) Get-ins, Fit-ups, technical rehearsals, performances, and Get-outs as required.
- To act as the duty technician for performances and events, overseeing the smooth running and suitable evacuation and safety procedures as required.

General Information

The Other Palace is operated as part of Bill Kenwright Ltd. One of the largest commercial theatre producers in the UK. The Other Palace is a lively, friendly, and inventive venue in London Victoria, featuring a 312-seat main theatre and a 120-seat studio theatre as well as a bar and restaurant. Having previously been leased to outside caterers, this new venture sees the Restaurant being opened in house for the first time under the management of Bill Kenwright LTD. This is a unique opportunity to be involved in the start-up of our restaurant, helping to shape and nurture this empty space into a hub of the venue and become part of the 'event' in its own right.

Responsibilities include:

1. To support the technical manager with line managing the technical department, coaching and developing staff skills and experience, ensuring an innovative and 'can do' work culture always ensuring that we deliver first-class production values, maximize revenue generation through recharges and deliver smooth operation.
2. To enforce and encourage good safe working practices within the department to maintain high production values and efficient working.

Registered Office: BKL House, 1 Venice Walk, London, W2 1RR
Entertainment Theatres Ltd. trading as The Other Palace.
Registered in England No. 07635832. VAT Registered No. 395909047.

3. To be familiar with current Health & Safety regulations relevant to the industry and to keep abreast of changes and developments and notify the Technical Manager of any health and safety issues which arise.
4. To ensure that all work undertaken throughout the theatre adheres to the in-house Health & Safety Policy and H&S regulations, with especial regard for loading and unloading equipment (from vehicles), manual handling, use of tools, working at height, electrical safety and use of access equipment. Alongside any other safe working practices within the department.
5. To support the Technical Manager with the administration of the technical department including production schedules, rotas, and plans, including the booking and allocation of staff resources, in-house equipment, external hired equipment, and suppliers (including recharging productions and visiting companies).
6. To undertake regular basic testing, checks and maintenance, such as daily lamp rounds, weekly fire alarm tests, seating checks etc. as well as undertaking maintenance and upkeep on venue technical equipment.
7. Support the Technical Manager to ensure that all riders, plans are received within suitable timescales, and support is provided with the efficient provision of venue plans and information, including site visits.
8. Play an active role in the fit-ups, production periods, show runs and get-outs as required by the staff rotas, including acting as duty technician for the purposes of evacuation responsibility and running of performances.
9. To ensure that venue equipment is stored safely and securely and is proactively cared for.
10. Any other duties appropriate to the post and under the Equalities Act with due consideration to any employees with a “protected characteristic” and within the framework of equal opportunities.
11. Ensure that all hazards are identified and managed to an acceptable level, ensuring all relevant documentation is also completed. You will also demonstrate you are committed to Health & Safety by leading by example.
12. Lead on creating a culture of pride in the workplace by always ensuring clean and well-presented public and backstage spaces within the building.

PERSON SPECIFICATION

Position Title:	Deputy Technical Manager	Date Prepared:	20.09.24
Department:	Technical		

AF= Application I = Interview T= Test				
	REQUIREMENTS	Essential	Desirable	Assessed
1.	EXPERIENCE AND KNOWLEDGE			
1.1	Demonstrable experience of working in technical theatre, or experience of touring drama, musicals or live music performances.	✓		AF/I
1.2	Good demonstrable knowledge of all technical disciplines including basic rigging skills, stagecraft, and masking, moving lights, ETC lighting desks, sound system set-up, Sound desk operation and Qlab playback operation	✓		AF/I
1.3	A clear and solid understanding of applicable H&S legislation and best practices including Working at Height, LOWER, PUWER, PAT Testing, CDM regulations and working with electricity.	✓		AF/I
1.4	Experience of sound mixing for musicals or live music performance		✓	AF/I
1.5	Experience of line managing staff, including appraisal and development processes		✓	AF/I
1.6	Working knowledge of CAD software such as AutoCAD or Vector works		✓	AF/T/I
1.7	Excellent tact and skill in dealing with suppliers and external companies	✓		AF/T/I
1.8	Basic Microsoft Office skills	✓		AF/T/I
1.9	A good level of electrical safety at work knowledge, either to a recognized standard or to a competent level, Trained / qualified in PAT testing.		✓	AF/T/I
1.1-	Willingness to work evenings and weekends	✓		AF/I
2.	COMPETENCIES			
1.1	DECIDING AND INITIATING ACTION Makes prompt, clear decisions which may involve tough choices or considered risks Takes responsibility for actions, projects and people Takes initiative, acts with confidence and works under own direction Initiates and generates activity	✓		AF/I/T
2.1	LEADING AND SUPERVISING a. Provides others with a clear direction b. Sets appropriate standards of behaviour c. Delegates work appropriately and fairly d. Motivates and empowers others e. Provides staff with development opportunities and coaching f. Recruits staff of a high calibre	✓		AF/T/I
2.3	RELATING AND NETWORKING a. Establishes good relationships with customers and staff b. Builds wide and effective networks of contacts inside and outside the organisation c. Relates well to people at all levels	✓		AF/T/I

	d. Manages conflict e. Uses humour appropriately to enhance relationships with others			
5.2	CREATING AND INNOVATING Produces new ideas, approaches or insights Creates innovative products or designs Produces a range of solutions to problems Seeks opportunities for organisational improvement Devises effective change initiatives	✓		AF/I/T
7.2	COPING WITH PRESSURES AND SETBACKS Works productively in a high-pressure environment Keeps emotions under control during difficult situations Balances the demands of work life and personal life Maintains a positive outlook at work Handles criticism well and learns from it	✓		AF/I/T
3	EDUCATION AND TRAINING			
3.1	A minimum of 5 GCSE grade A*-C passes, including in English and Math's	✓		AF
3.2	ABTT training qualifications or a degree or diploma in technical theatre.		✓	AF
3.3	IOSHH or CIEH H&S qualification		✓	AF
3.4	Working at Height Training, PASMA / Access Equipment Training,		✓	AF
3.5	First Aid at Work qualification		✓	AF
	A recognised Electrical qualification or training (i.e., City and Guilds or basic electrical safety training)		✓	AF

To apply please send your up-to-date CV and a cover letter outlining why you are suitable for the role by email to careers@theotherpalace.co.uk

If you have any questions or would like more information about the role, please contact Ashley Pickles on 020 7592 0302 or by email as above.