

JOB DESCRIPTION

Role / Title: Clore and Events Technical Manager

Reports to: Head of Technical, Linbury and Events

Coordinates: All Clore Studio and Events staff - including casual staff

Main purpose of the job

To take operational responsibility for the technical values, processes, systems and delivery of the ROH's event work, in the Clore Studio, Paul Hamlyn Hall, Crush Room, Dorfman Conservatory and all other internal and external locations and to deliver these, safely and effectively, within agreed resources and budgets.

Main Responsibilities

- Work closely with stakeholders such as the Development and Enterprises department and the Learning and Participation department to deliver their Events.
- Work closely with departments such as Visitor Experience and Front of House to ensure the Events are effectively and safely delivered.
- Work with and supervise external companies when large-scale events require their involvement.
- Be responsible for the technical provision for events held in the Clore studio.
- Provide technical leadership and direction to others in the Events team. Nurture individuals and grow the artistic application of technical expertise within a confident team, fostering a culture of ongoing improvement and strong team ethics.
- Ensure that the recruitment, employment, and working practices of Events staff are within ROH procedures.
- Ensure all work is adequately staffed, with suitably qualified supervision, and employ casual staff when insufficient numbers of permanent staff are available.
- Contribute to negotiations and consultations with the Trades Unions
- Ensure the highest level of health and safety management in Events technical operations and ensure that all staff are adequately trained.

Linbury Theatre

- Deputise for Technical Manager: Linbury Theatre as required

Liaison

- Liaise with relevant functional heads: including Head of Costume, Linbury Costume Manager, Production Director, Heads of Lighting and Lighting Systems, Head of Sound and Broadcast, to ensure that the technical service provision for Events is integrated within the overall Technical Direction resourcing plan.

- Liaise with Technical Manager, Linbury Theatre to ensure availability of technical equipment for Clore and Events needs.

Deliverables

- Effective service provision across all service areas to meet client needs and other objectives
- Effective management of key stakeholder relationships
- Effective resource management and budget management
- Effective management of direct reports and reporting teams, with strong morale
- Compliance with Health and Safety best practice and ROH procedures

Health and Safety

- Adhere to all standards of quality, efficiency and safe working practice as advised by ROH Technical Management.
- Create Risk Assessments and safety Method Statements
- Work safely at height using harnesses provided if applicable (once suitable and sufficient training has been received).
- Undertake essential Health and Safety training to the required standard, and any other training as required, including:
 - IOSH Events Safety qualification
 - BS7909 qualified or willing to be trained on commencement.
 - Manual handling training
 - Working at height and safe use of mobile elevated work platforms (MEWPS)
- Be aware of and uphold all Health and Safety implications and other relevant legislation.
- Ensure that all incidents and/or accidents are reported to the Events Manager and proper records kept.

Executive Team

- Deputise for Head of Technical Linbury and Events as required

PERSON SPECIFICATION

Essential Knowledge/Skills and Experience

Leadership

- Positive operational leadership style, leading by example
- Strong team relationship building skills and clear communicator
- Drive and high productivity, capacity to manage a busy workload
- Ability and commitment to foster a culture of continuous improvement and a strong team ethic

Management Skills

- Proven experience of managing a complex operation and of leading a team
- Proven technical management skills and use of systems and procedures to support delivery to objectives, including
 - Project management
 - Resource and budget management
 - Collective terms and agreements
 - Compliance with Health and Safety and ROH procedures
- Consistent performance under pressure and effective troubleshooting and problem solving ability

Technical Theatre

- A proven track record in technical theatre or event management.
- Excellent technical skills with a thorough understanding of current equipment and systems in lighting, sound, and staging.

People Skills

- Strong communication skills to ensure effective, diplomatic interactions across producers and admin staff, technical staff, and performers.
- Ability to work unsupervised and show and deal with day-to-day problems.
- Ability to work in a discreet and professional manner when working alongside guests and VIPs, patrons, and other members of the public.
- Willingness to learn new skills and help train others.

Job Requirements

- Strong awareness of and adherence to Health and Safety policy and best practice, trained to IOSH level in Exhibitions and Events Safety or Theatre and Production Safety, or willing to be trained on commencement. Trained in electrical safety to BS7909 level, or willing to be trained on commencement. Familiarity or willingness to learn Risk Assessment and Working at Height safety practices.
- Compliance with discrimination legislation and Equal Opportunities principles.
- Flexibility to work varied hours including Sundays and overnight as required to meet Event needs and to travel and work at other locations on ROH business on occasion.

Note: *This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.*

