

Chequer Mead in East Grinstead hosts over 250 events per year both in the main auditorium and throughout the venue. The theatre offers a mixed programme of professional and community events and hosts many other events throughout the centre. In addition the venue shows selected films and performances streamed live and hosts special cinema events.



*Main Auditorium*

We are currently looking to recruit a full time technical manager (40hrs) to manage and ensure the smooth running of the technical department and all technical aspects of the venue. The position includes the day-to-day administration of the department, liaising with producers of professional and amateur shows, line management of the theatre technician(s) including casual technical staff, management and control of health and safety within the theatre environment, taking a responsibility in safety tests as well as working with the general manager on health safety and best working practices for a variety of aspects. The technical manager is also responsible for the venue's programme of maintenance and improvement plan across the theatre and building ensuring policies are up-to-date and in line with the industry. In addition the post includes the same tasks carried out by the theatre technician, assisting with and support of incoming shows, event cinema and film.

The successful candidate will also be required to occasionally support the setup of the venue's other facilities including our meeting and rehearsal studio spaces.



*View from the Control Room*

**Role responsible to:** General manager.

**Responsible for:** Theatre technician (currently 1), casual technical staff and all users of the theatre.

**Status:** Full time contract – 40hrs per week. Subject to annualised hours. This will include regular evenings, weekends and occasional Bank Holidays and Sundays as required.

Employment is subject to a three month probationary period. The notice period for this role is one month.

**Salary:** £23,000 - £25,000 based upon experience.

## Job Specification

| Requirements                | Essential   | Desirable   |
|-----------------------------|---|---|
| <b>Knowledge and Skills</b> | <ul style="list-style-type: none"> <li>• Good operating knowledge of sound consoles and associated equipment OR</li> <li>• Good operating knowledge of lighting consoles, fixtures and theatrical lighting installations</li> <li>• General understanding in at least three areas of technical theatre (sound, lighting, stage, AV, flies and rigging)</li> </ul> | <ul style="list-style-type: none"> <li>• Past management experience, ideally within a technical or entertainment environment</li> <li>• Understanding of Yamaha digital sound consoles (Specifically the Yamaha QL5)</li> <li>• Understanding of ETC EOS consoles (Specifically the ETC ION)</li> <li>• Set and stage craft skills</li> <li>• Flying on hemp systems</li> </ul> |

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|-------------------------------------|---|--|
|                                     | <ul style="list-style-type: none"> <li>• Good working knowledge of health and safety and risk assessments within the entertainment industry</li> <li>• Good writing and communication skills both in person and via email and telephone</li> <li>• Above average computer skills</li> <li>• Ability to provide informal training</li> </ul> | <ul style="list-style-type: none"> <li>• Use of cinema and projection systems</li> </ul>   |
| <b>Experience</b>                   | <ul style="list-style-type: none"> <li>• Experience in the live events industry or venue</li> <li>• Proven experience in mixing sound for a variety of shows and events<br/>OR<br/>Proven experience in using and operating lighting for a variety of shows and events</li> <li>• Supervision of other staff</li> </ul>                     | <ul style="list-style-type: none"> <li>• Experienced in using playback systems such as Qlab or SCS</li> <li>• Experienced in all areas of technical theatre including lighting, stage, AV, flies and rigging as well as sound</li> </ul> |
| <b>Education and Qualifications</b> | <ul style="list-style-type: none"> <li>• Educated to a minimum of GCSE or equivalent standard with a minimum of 5 GCSEs or equivalent</li> <li>• Evidence of continued professional development</li> </ul>  | <ul style="list-style-type: none"> <li>• First Aid At Work</li> <li>• PAT Testing or electrical qualification</li> <li>• Safe use of telescopes</li> <li>• ABTT Bronze Certification or higher</li> </ul>                                |
| <b>Personal</b>                     | <ul style="list-style-type: none"> <li>• Organised with attention to detail</li> <li>• Ability to work as a team or independently</li> <li>• Ability to clearly lead a team</li> <li>• Problem solver</li> <li>• Ability to work under pressure</li> <li>• Ability to work at heights</li> <li>• Act as a key holder</li> </ul>             | <ul style="list-style-type: none"> <li>• Good taste in music</li> </ul>  |

Please note that the role is not limited to this description and may vary according to the needs of the venue. Full training will be provided where required.

For more information or to apply for this position, please contact Will Perkins, Acting General Manager (E-mail: [will@chequermead.org.uk](mailto:will@chequermead.org.uk) Office: 01342 325577)