**Technical Manager**

**Applicant Pack**

**Overview:**

The Met is an innovative and rapidly growing organisation situated in the 2020 Greater Manchester Town of Culture, Bury. We are unique in the breadth of work we present and our ability to nurture artists and develop audiences. We present a mix of live music, theatre and comedy alongside a variety of hires hires in our beautiful Grade II 4.6million refurbished building. We run community workshops, a recording studio and a creative business hub. Our restaurant, Automatic, welcomes in excess of 100,000 visitors per year.

Our work outside the building helps us to challenge and develop audience and artists. Since 2011 we have regularly presented a 3-day 5,000 capacity outdoor music festival and frequently collaborate on other specialist events and festivals at multiple sites in the town, as well as our own Beer Festival each November.

**Our mission is to:**

* Promote a distinctive and varied programme of high-quality events with local, regional and national appeal;
* Widen access to the performing arts by developing a programme which recognises the diversity of the communities we serve;
* Support the creative activities of individual artists and groups;
* Support initiatives to promote the arts in Bury and the Region;
* Work in partnership with relevant agencies towards the achievement of a shared strategic vision, promoting the arts and Bury;
* Build towards a national profile for our developmental approach to our audiences, art forms and programme.

We are seeking a ***Technical Manager*** to join our staff team. We are passionate about the power of art to transform communities and society, and our focus is to develop artists to ensure their success. We are seeking a new team member who will share our passion and commitment and have the knowledge and experience to support the organisation.

We value diversity of perspective and lived experience and particularly welcome disabled candidates, people of colour, from all regions.

The Met is a registered charity and a company limited by guarantee governed by its charitable objects and Memorandum and Articles of Association. We have a turnover of circa £1million and a staff of 12 full time and 5 casual staff. We work with over 100 volunteers every year through our festivals and events work.

**APPLICATION PROCESS**

To apply, please send your CV, a covering letter concisely explaining why you are interested in this role and what makes you a suitable candidate, and the enclosed equal opportunities monitoring form to [victoria.robinson@themet.org.uk](mailto:victoria.robinson@themet.org.uk) by Wednesday 19 February 2020. Interviews will be held on Monday 24 and Tuesday 25 February 2020. All documents are available via our website [www.themet.org.uk](http://www.themet.org.uk)/jobs.

**The Role:**

***Technical Manager***

Full Time (36.25 hours a week)

Salary £23,000pa dependent on experience

Hours – 36.25 hours per week. No overtime is paid, but hours are flexible (subject to core hours) and we operate a TOIL system. 23 days holiday a year plus bank holidays (pro rata).

Minimum Education Level - Educated to at least degree level or equivalent experience, ideally with recognised sound engineering, theatre lighting or technical qualifications. A willingness to undertake further professional training if necessary is essential.

**Purpose of the role**

To manage all production aspects of Met events to maintain our standard of excellence

To have overall responsibility for The Met’s technical facilities and building maintenance.

To undertake general managerial duties and responsibilities.

To be responsible for Health and Safety.

**Experience & Qualities Required**

Proven operational and theoretical knowledge of sound engineering and lighting design in a live performance environment, including experience using Soundcraft and Avolites consoles.

Proven management skills and ability to operate effectively within a small team.

Proven ability to work efficiently and methodically to schedule and within a limited budget.

Ability to operate trading accounts and stock control methodically and accurately.

Experience using Microsoft Office.

A clean driving licence.

**Principal Duties**

Regular

1. Liaise with artists and their representatives to ensure smooth running of events. Process contracts and liaise with other staff members as appropriate.
2. To manage the safe and effective use of all technical facilities, including staging, tiered seating, PA system, stage lighting, emergency lighting, house lighting and oversee any servicing.
3. To manage the technician, technical assistant and casual staff (including rotaing staff)
4. To set up, operate and strike technical equipment at Met events and elsewhere.
5. To control the budgets for consumables, equipment hires and repairs and renewals.
6. To generally maintain and service Met equipment.
7. To assist user groups, artists and individuals tactfully and sympathetically as both adviser and supervisor.
8. To be responsible for improvements, replacements and additions to technical facilities and for maintaining an inventory of assets.
9. To undertake general building caretaking and maintenance duties, coordinate regular maintenance and cleaning contracts
10. Review Health and Safety policies, Risk Assessments and fire risk assessments annually.
11. Conduct testing of fire alarm and emergency lighting systems in accordance with statutory requirements.

Secondary duties

Regular

1. Arrange inspections required for the renewal of Theatre Licences and ensure relevant work is undertaken within given schedule.
2. To contribute to discussions regarding general improvements and development as required and implement developments where appropriate.
3. Provide support for in-house groups, including lighting and sound design.

Occasional

1. To assist in the production and operation of External Events such as festivals and outreach work.
2. To duty manage the building when required.
3. Administer the hires of technical equipment, lighting, audio, rostra etc when required
4. Play a key role in the development of policy, with other members of staff and the Board.
5. Prepare reports for the CEO, the board and others as required.

Please note

The work involves some heavy lifting and working at heights.