



Technical Manager- JOB DESCRIPTION (@March'25)

Salary : £28,500 pa for a 35-hr week .

Responsible to: The Theatre Director.

Responsible for: In house, Freelance and volunteer technical staff,

Location : Theatre Royal Dumfries

Organisation: Guild of Players

The Technical Manager will be responsible for the efficient administration and maintenance of all backstage & technical equipment and activities at the Theatre Royal. The role involves liaising with visiting companies and artists, and with the resident amateur theatre company members (Guild of Players), to organise and staff rehearsals and performances. The post holder will personally conduct all fit-ups, and stage manage, operate lighting , sound and AV. as required. They will organise inspections and testing to comply with current legislation.

Introduction

Built in 1792, the Theatre Royal in Dumfries is the oldest theatre in Scotland. Within its walls are 233 years of social, literary and dramatic heritage, woven together to create an historic legacy both for Dumfries and for the whole of Scotland. The theatre has been owned and managed since 1960 by the Guild of Players. A major refurbishment in 2015 has allowed the Guild of Players to considerably expand the programme at the theatre, including community, education, and heritage work. The Guild of Players is a Scottish Charity (SCO01963) and Company Limited by Guarantee (SC35841).

Key tasks

- Liaise with incoming companies/ artists, and Guild of Players / Guild of Players Youth Theatre companies to provide technical requirements and organise production schedules.
- Hire equipment and Freelance technical staff as necessary, with the agreement of visiting managers, and inform the Administration and Finance Officer of costs to be recharged.
- Supervise and work on all fit-ups, rehearsals, and performances, using freelance or volunteer staff if more than one technician is required.
- Technical and show stage management, rigging / flying.
- Rig, Focus, plot and operate Lighting, Sound and AV
- Maintain all Lighting / Sound / AV / Comms equipment in the theatre
- Maintain stage / flys equipment

- Arrange for LOLER / PUWER inspection + certification & PATT testing as required
- Order technical stock e.g. Gel/ gaffa tape / batteries/ lamps /PPE.
- Ensure compliance with company Health & Safety policies and statutory requirements, including use of PPE, working at heights, and lone working.
- Write & check Risk Assessments / method statements as required.
- Keep a watching brief on all Building M&E systems and liaise with the Operations Manager re repairs & service agreements.
- Maintain up to date Technical Specifications for visiting companies. (On our website)
- Be a keyholder for the building (including out of hours callouts)
- Help train student and Guild of Players stage managers & technicians.
- Provide advice and support for Guild of Players and Youth Theatre creatives.

Essential skills and experience

- Experience of Stage fit-ups and rigging.
- Ability to rig, operate, and maintain current Stage Lighting, Sound & AV equipment.
- Live sound mixing.
- A basic understanding of electrical installation. (not required to work on mains electrics)
- Good organisational and management skills.
- A good standard of IT skills especially Microsoft Word & Excel.
- Knowledge of appropriate health and safety legislation and good practice.
- Good interpersonal, negotiation and influencing skills, capable of dealing with both internal and external customers comfortably.
- Ability and experience of working as part of a team.

Desirable skills and experience

- Experience of volunteer run organisations.
- Scenery construction skills.
- Current Electrical Qualification.

Hours and leave

The post will involve considerable weekend and evening work, including some bank holidays. Additional hours will be required during busy periods and may be redeemed as time off in lieu. A PVG check will be completed for the successful applicant. Holiday entitlement 28 days including Bank Holidays.

Probationary period Appointment is subject to satisfactory completion of a 3 month probationary period.

THIS IS INTENDED TO BE A PERMANENT FULL-TIME POST. PLEASE NOTE THAT ALL PAID ROLES IN THE ORGANISATION ARE SUBJECT TO OBTAINING THE NECESSARY GRANT FUNDING. THE PERIOD THAT WE HAVE CONFIRMED FUNDING FOR WILL BE ADVISED AT THE TIME OF SIGNING THE CONTRACT.