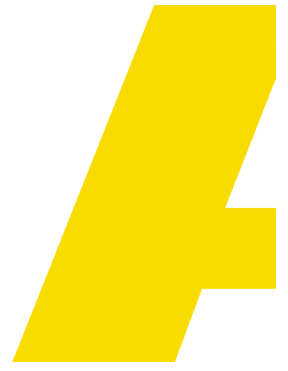


Recruitment pack

Head of Production (Technical)

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Applying for the post

Applications must be submitted via the online platform **by Wednesday, 25th Sep 2019 at noon** <https://thealbanynew.livevacancies.co.uk/>

For more information about the Albany please visit our website www.thealbany.org.uk. If you have any access needs in relation to your application and interview then please let us know.

Recruitment contact: Ceri Payne

The Albany
Douglas Way
Deptford, SE8 4AG
T 020 8692 0231 ext.206; E vacancies@thealbany.org.uk

About the Albany

The Albany, in the heart of Deptford, is a vibrant performing arts venue, with a strong focus on working with diverse, local communities. Our mission is to provide:

- An artistic and community resource where diversity and creativity flourish
- A space where new talent is nurtured and exposed to ideas from across the world
- High quality creative experiences relating to the communities we serve
- A creative centre for learning within the community, contributing to the cultural, social and economic benefit of South East London

The organisation has grown considerably over the last years with turnover increasing to £3.2million in 2018/19. The Albany is a registered charity and operates a social enterprise business model generating over 50% of its turnover from earned income. It is also grateful for the consistent support of the London Borough of Lewisham and the Arts Council England.

During the last year over 250,000 people visited the Albany and used its facilities, including audiences of 50,000 at over 400 events. Not including its use of outdoor spaces and other sites, the Albany has four performance spaces, and its year-round programme encompasses music, theatre, outdoor arts and spoken word as well as an array of learning, participatory and community-based

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projects. Our other facilities include rehearsal and meeting rooms for hire, office space for 26 resident companies and a catering operation across three sites.

The Albany also manages community and performance spaces at Deptford Lounge and Canada Water Theatre on behalf of Lewisham and Southwark Councils, including the 150-seat studio theatre at Canada Water. The combined footfall across all three buildings is now in excess of a million a year.

www.thealbany.org.uk

www.canadawatertheatre.org.uk

www.deptfordlounge.org.uk

The Albany has ambitious plans for the next few years, including leading on national projects, developing new artistic and programming models, and major capital development.

Purpose of the post

The Head of Production (HOP) is a member of the senior management team (SMT) and oversees budgets, (human) resources and venues to deliver high quality technical and production support for all Albany events across our three sites: the Albany, Canada Water Theatre and Deptford Lounge. They also take responsibility for the technical maintenance of the theatre and support the maintenance of buildings and plant. The post holder will have an input into strategic planning and income generation. They will take a cross-organisational overview leading on Health and Safety and on organisational projects within their expertise to improve efficiency or innovate or optimise operations.


Job description

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Main responsibilities and duties

1. To line manage the technical team, as required, ensuring adequate scheduling and management of the technical and maintenance team
2. To lead on all training and development within the technical team and including apprentices, other staff, volunteers and participants
3. To be responsible for the successful delivery of all events within contract and budget terms, through effective planning and management of production and technical aspects

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4. To be the principal contact for representatives of incoming and in house performances, conferences and other events; responsible for calling and attending production meetings and communication of relevant information
 5. To production manage in-house and some co-produced events, with responsibility for schedule and associated budgets, working closely with the relevant producer and artists
 6. To act as Event Manager for key events and Duty Manager (core mode) if required and as key holder for the building
 7. To set and manage allocated budgets, pro-actively monitor expenditure and administrate recharges, including staff and maintenance costs and production/set budgets
 8. To maintain and develop income streams for the department
 9. With the Head of Operations, to ensure legal compliance and good state of repair of the Albany building through planned preventative maintenance and responsive repairs and exemplary record keeping
 10. With the Head of Operations, to manage and maintain the electrical, technical and digital resources of the building as a whole, including the equipment and installations and their regular testing
 11. To lead on and deliver maintenance of the Canada Water Theatre space and coordinate and support relevant areas of maintenance with the General Manager at Deptford Lounge
 12. To review and update/redraw as necessary all building and performance space plans
 13. To take an overview of maintenance and building related contracts; advising on and managing technical and building improvements complying with the Electricity at Work, IEE and Safety regulations; maintaining awareness of current developments and recommending changes and acquisitions where appropriate
 14. To facilitate technical team assistance to carry out periodic or responsive maintenance

Other Duties

15. To lead the Health and Safety team and on Health and Safety policies, ensuring legal compliance with Health & Safety regulations in all areas under the post holders areas of work (building management, production, technical and events)

16. To ensure seasonal planning and operational meetings are conducted effectively; attend/ call production and other meetings and training sessions as appropriate

17. To ensure the security and good housekeeping of all plant, technical and backstage areas

18. To work within and lead on implementation of the Albany's sustainability strategy, ensuring the efficient use of resources and energy, limiting wastage and monitor and reduce consumption across all areas of work where possible

19. To foster collaborative working relationships with other teams, to ensure visitors have the best possible experience

20. To contribute, as part of the senior management team, to the organisation's strategic planning, income generation and development of new funding or earned income streams

21. To work actively at all times within the Albany's policies including Equality and Diversity, Access, Customer Care and Safeguarding

22. To support the aims and objectives of the Albany both internally and externally

23. To undertake any other duties the Executive team may reasonably require

This job description is a guide to the nature of the work. It is not wholly comprehensive or restrictive and may be reviewed as required; other responsibilities may be added depending on experience and need.

Terms

Job Title: Head of Production

Salary: £34,000 - £40,000 p.a. depending on experience

Reports to: Chief Operating Officer

Key Relationships: CEO/SMT, Head of Creative Programming, Head of Operations, General/ Operations Manager at Canada Water and Deptford Lounge

Contract: Permanent

Hours: Full-time, flexible working

Holiday: 22 days per annum (plus Bank Holidays), rising by one day for every year served to a maximum of 25

Pension: Pension scheme provided by NEST

Other benefits:

Complimentary tickets to Albany performances (subject to T&Cs)
Albany café 10% discount
Childcare vouchers
Cycle to Work scheme

Person specification

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Essential

- Extensive experience (5 years +) as a Technical, Stage or Production Manager in theatre or live arts
- Education to degree or equivalent level - we will consider significant relevant experience in lieu of a degree
- Experience of managing and developing a staff team
- Production Management experience
- Highly skilled in scheduling and event planning
- Able to translate technical drawings and lighting plans
- Technical drawing (CAD)
- Understanding of building facilities, systems and plant
- Computer literate (PC and Apple), including sound Excel skills

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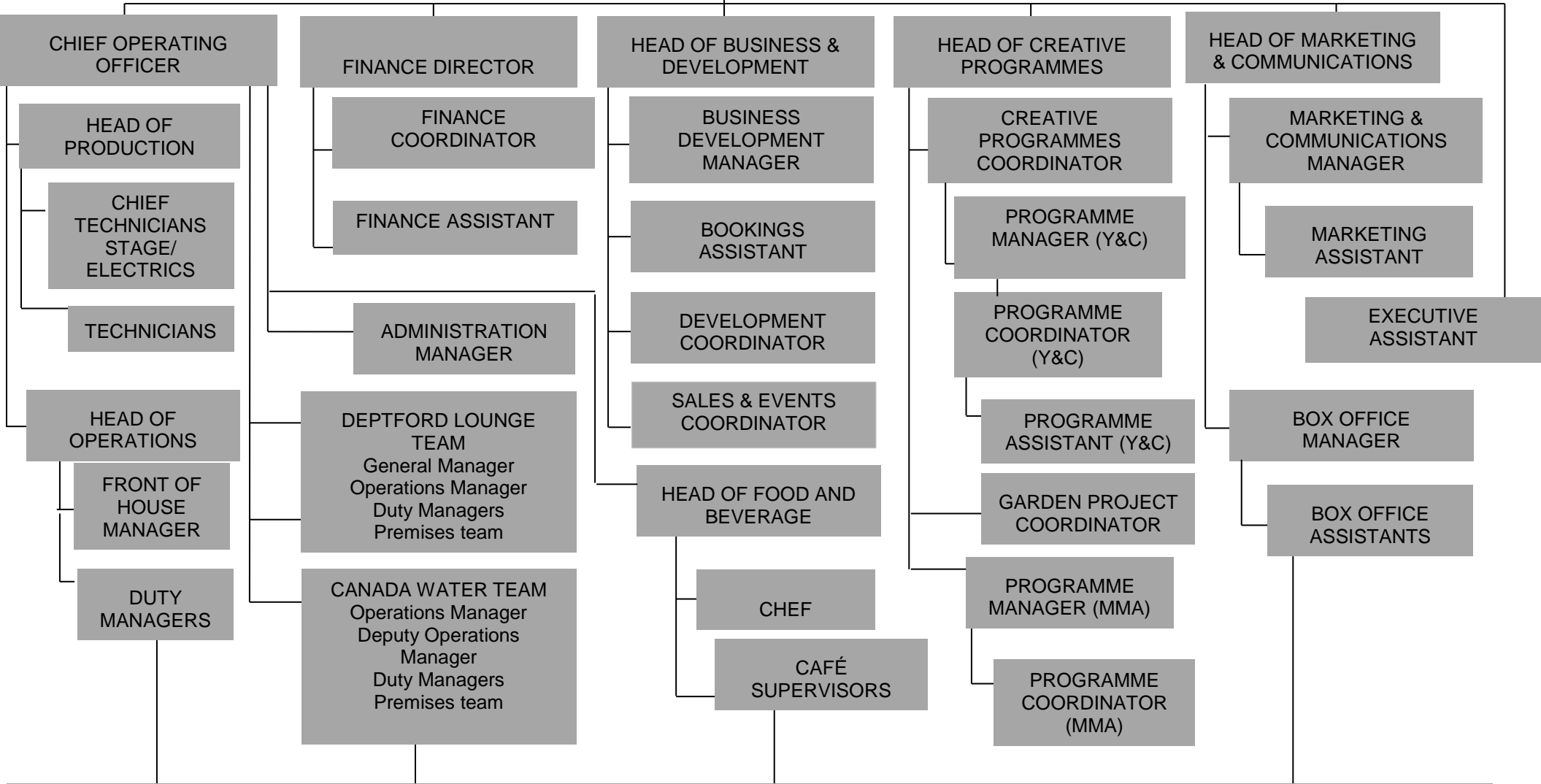
- Highly self-motivated and able to find effective solutions to practical problems
- Enthusiasm for the aims and work of the Albany
- Excellent verbal and written communication skills with a range of people and environments
- Excellent customer care skills, including vulnerable adults and people with a disability
- Knowledge of current Health & Safety legislation, and its implementation in the operation of a public building
- Experience of writing and implementing Risk Assessments, Method Statements and Construction Phase Plans
- Experience of financial management including procurement and budget setting and control
- Excellent time management with the ability to prioritise, organise own workload and work effectively in a busy and demanding environment
- Flexibility to work unsociable hours, incl. nights, weekends and Bank Holidays
- Successful candidate will be required to obtain an enhanced DBS check

Desirable

- Lighting Design experience within theatre or live events
- Experience with Grand MA and ETC lighting consoles
- Sound engineering experience
- Experience with Yamaha CL1, CL5, M7CL sound desks
- Experience of working on festivals, circus & aerial or outdoor events
- An understanding of the practical application of digital streaming and similar technologies
- Experience of building maintenance and contractor management
- BS7909: Temporary Electrical Systems qualification
- Health and Safety qualification
- First Aid at Work qualification
- Experience of Artifax v4 or other room bookings/business management software

BOARD OF TRUSTEES

CEO/ARTISTIC DIRECTOR



EVENTS ASSISTANTS, PREMISES ASSISTANTS AND CAFÉ ASSISTANTS