



POSITION DESCRIPTION

Job Title: Technical & Production Manager

Position type: Part-time

2 days per week (total 96 days per year) (0.4FTE)

Flexible working model, contract-based

2 year contract

Start date ASAP (and by September 2023)

Salary band: £33-37k p/a (pro-rata), based on experience

Location: Miracle HQ in Redruth and on location at touring venues. Some evenings & weekends may sometimes be required (TOIL & flexible working policies in place).

ABOUT MIRACLE

Based in Redruth, Miracle is Cornwall's longest running theatre company. It safeguards the tradition of travelling theatre by touring original, inventive, comic theatre across Cornwall, the South West and the UK. Its rich mix of touring work includes adaptation of classic plays and new writing that keeps the audience at its heart. It visits open-air locations and indoor venues, many of which are non-theatre spaces. Established in 1979, Miracle creates compelling theatre that connects with audiences across generations. As one of the South West's key arts organisations it is committed to nurturing talent, employing and supporting diverse local artists and inspiring young people.

ABOUT THE ROLE

The Technical & Production Manager will be part of Miracle's senior management team and will embed best practise, working within the constraints of small-mid scale touring and contributing to the creation of exciting productions which often exceed the expectations of this scale of theatre. They will manage all the production elements of a show and support the company by bringing together the best combination of technicians and stage management to create the work and to take it on the road. If suitable for the candidate, the TPM may form part of the touring company, but this is not compulsory for the role.

Health and Safety is a key part of this role, and the post holder will be expected to lead on all health and safety aspects relating to productions as well as having significant input on building-wide health and safety management, caring for and maintaining the Company's technical equipment and assets.

This role is a pro-rata position based on a two-day per week average with a flexible working model to support productions. Production periods for 23-24 are likely to be Jan-March 2024, May/June 2024, Nov/Dec 2024.

PERSON SPECIFICATION

Miracle is seeking a proactive, flexible and experienced Technical & Production Manager (TPM) to develop and maintain its production base and resources, support the efficient and safe creation of its productions and ensure the smooth technical delivery of its tours and events.

The TPM will have a sound, all-round and current technical experience and understanding, with at least one specialism in lighting, sound or AV.

The TPM will have excellent communication skills and be a people-person, who can be the link between individuals on the team, and support them without duplicating work, creating an infrastructure appropriate for a small team. They may have connections to a network of technicians who could contribute to Miracle productions. The TPM will also work with freelancers who have existing, well established working relationships with Miracle. The TPM will have the experience to share and an eagerness to train the next generation of technicians and technical stage managers.

Miracle Theatre is a dynamic and inclusive workplace. We encourage applications from candidates with diverse backgrounds bringing a variety of skills, experiences and perspectives to Miracle.

SELECTION CRITERIA

1. **Technical knowledge** – The TPM will have a sound, all-round and current technical experience and understanding, with at least one specialism in lighting, sound or AV. Working knowledge of production processes; scenic elements, rigging, technical systems. At least 2 years' experience of working in production – ideally theatre.
2. **Excellent interpersonal skills** – Ability to work with people on all levels and assess the needs of productions in terms of design, budget and production values. Experience of working collaboratively with designers, creative teams, and production departments with highly effective communication skills.
3. **Health and Safety** – Demonstrated technical understanding and knowledge of health and safety in a production environment and identifying risk management processes.
4. **Multi-tasking** – Able to balance competing administrative and production demands, including a demonstrated experience in managing time, setting priorities and organising work.
5. **IT Skills** – Good IT skills (Word, Outlook, Excel, OneDrive & Trello). Ability to interpret CAD and other drawings; the ability to design within the software is desirable.
6. **Full driver's license** and use of a car.

WORKING RELATIONSHIPS

Position	Technical and Production Manager
Reporting to	Managing Director
Managerial responsibility	Freelance technical staff as required

ROLE RESPONSIBILITIES

Production Management	<ul style="list-style-type: none"> • To work alongside the creative teams as the production manager. • To oversee the production of set, costume, technical aspects and WHAM (wigs, hair and make-up), from design phase, through technical rehearsal and van pack, to returns and storage. • To produce tech schedules for productions • Create, update & review tech specs for production. • Doing verbal H&S briefing before technical rehearsals begin. • Make initial contact with Venues once technical rehearsals have begun.
Technical Management	<ul style="list-style-type: none"> • Work with director and production team to identify technical needs for productions and bring together proficient technicians as needed for each production • Review technical and staging equipment needed for each production with an awareness of Miracle's existing inventory, hiring or purchasing additional equipment as needed • Coordinate technical rehearsals • Tour with the company as technical stage manager, by agreement, or train and mentor proficient freelance team as needed
Support Safe Touring	<ul style="list-style-type: none"> • Be the lead on exit pack and return and breakdown of productions • Be responsible for the safe storage and transportation of technical & stage equipment • Establishing efficient and safe touring procedures for outdoor productions • To implement and work alongside management team and freelance production staff to collate and communicate on Health and Safety aspects such as Risk Assessments and method statements • Induct freelance Stage Managers to Miracle's production procedures • Liaise with touring company to oversee maintenance or replacement of equipment where necessary

	<ul style="list-style-type: none"> • Site recess and touring location visits. • Support company on tour in the case of challenging venues, get-ins, etc. (Boost morale, provide doughnuts & tea!)
<p>Production Base & Resources</p>	<ul style="list-style-type: none"> • Manage Miracle production base and care for all equipment and resources • Embed clear and efficient storage and management of equipment to ensure it is easy to find and return to its correct place • Embed good working practise and attitudes to keeping tidy workspace. The TPM will also understand and accept the creative team cannot always maintain this when working under pressure and will take responsibility for tidiness during these periods • To maintain all technical and production equipment e.g. regular PAT testing • Oversee the yearly technical budget line, working closely with Artistic Director to foresee project requirements, investing in new equipment where necessary and protecting assets. Encouraging best practice and supporting and advising on equipment use. Responsible for technical budgets for specific productions • Be responsible for Miracle vehicle/s (logistics and maintenance) • Be responsible for updating H&S policy, Risk Assessments & Method statement • Manage and care for Miracle’s production base space and supervise Theatre & Event Coordinator to administrate booking system for hires, explaining Risk Assessments and Method Statements and ensuring any equipment and costume hires are checked in & out • Production Operations: ensure rehearsals and productions spaces are fit for purpose, gate system. Be responsible for space signage and systems such as recycling and waste disposal • Writing Risk Assessments & Method Statements for production space • ‘Green Book’ awareness. Be the lead for Environmental policy and procedures throughout Miracle production practices and within budgets - promote good environmental decisions • Create and update an easy-to-use inventory for technical and production equipment, including establishing standard hire kits for sound and lighting

We are prepared to be flexible on the structure of this role for the right candidate and would be willing to discuss a working pattern that works for you and the charity. If you have the kind of skills and experience that make you a good fit for Miracle, please do get in touch. For an informal chat, please call Annie on 01209 216762.

HOW TO APPLY

Applications close on Wednesday 12th July at 12 noon UK time. Late applications will not be accepted.

Interviews will likely take place the week of 17th July.

Your application should include the following and be sent to jobs@miracletheatre.co.uk:

- A completed [application form, to be downloaded here](#) or at miracletheatre.co.uk/jobs
- Current CV