

# Deputy Technical Manager

## **HAYES BECK THEATRE**

Job Description  
Person Specification

August 2018

[becktheatre.org.uk](http://becktheatre.org.uk)  
[hqtheatres.com](http://hqtheatres.com)



**hq**  
THEATRES &  
HOSPITALITY  
The UK's premier provider of  
live entertainment and hospitality

# Deputy Technical Manager

## JOB DESCRIPTION

### INTRODUCTION

HQ Theatres & Hospitality (HQT&H) is a division of Qdos Entertainment Ltd.

Qdos Entertainment is wholly owned by husband and wife entrepreneurs, Nick & Sandra Thomas. Nick created Qdos Entertainment in 1999, and remains Chairman of the company, which is now one of the largest, broad-based entertainment Groups in Europe.

Rooted in family entertainment and traditional values, Qdos Entertainment has grown both organically and through a steady 'buy & build' strategy, by acquiring businesses that complement the original model, managed by a highly experienced management team.

Qdos Entertainment, via its wholly owned subsidiary HQ Theatres & Hospitality, has a proven track record of successfully managing and operating theatres and other cultural venues, and is the UK's second-largest regional theatre and concert hall operator.

The current portfolio of 11 venues include: The Cliffs Pavilion, Southend; The Palace Theatre, Westcliff; G Live, Guildford; The Lyceum Theatre, Crewe; Wycombe Swan, High Wycombe; The Wyvern Theatre, Swindon; The Arts Centre, Swindon; The Beck Theatre, Hayes; The White Rock Theatre, Hastings; The Orchard Theatre, Dartford, The Colosseum, Watford, and The Churchill Theatre, Bromley.

The Company also operates an extensive range of hospitality and accommodation environments, including restaurants, cafés, bars, coffee shops and boutique hotel rooms under the brand HQ Collection. The company's freehold restaurants and accommodation businesses include the award-winning Copper Horse Restaurant and Cottages; The Mayfield Pub, Carvery and Rooms in Seamer and The Plough Pub, Restaurant & Rooms in Scalby, near Scarborough.

### SENIOR MANAGEMENT STRUCTURE

Chairman: Nick Thomas

Group Chief Executive Officer: Paul Parnaby

Chief Financial Officer: Jim Parry

Chief Executive Officer, HQT&H: Julian Russell

Group Marketing Director: Ian Wilson

Operations Director, HQT&H: Alvin Hargreaves

**The Beck Theatre** is managed by the Theatre Director, **Louise Clifford**

### LOCATION OF BUSINESS

HQ Theatres & Hospitality Limited has its headquarters office in Drury Lane, London.

The post holder will be based at **The Beck Theatre, Hayes**.

### EQUALITY OF OPPORTUNITY

Qdos Entertainment Limited is committed to being an equal opportunities employer. The aim is to ensure that all employees are treated equally and are employed solely on the basis of their ability and potential to do the job, regardless of their race, colour, gender, sexuality, disability, age, religion or beliefs.

# Deputy Technical Manager

## JOB DESCRIPTION

### REPORTING

The Deputy Technical Manager reports to the Buildings & Technical Manager  
Technical and Casual staff report to the Deputy Technical Manager

### PURPOSE OF THE POST

Support the Buildings & Technical Manager in the achievement of the department's targets and objectives, as well as working alongside the Buildings & Technical Manager in leading the team.

Provision as required of technical (stage, electrics, projection and / or sound) support for the preparation and performance of productions and events at Beck Theatre, and of routine maintenance of buildings and equipment, so as to ensure that the highest standards of artistic quality and of customer service are offered to theatregoers and other users of Beck Theatre, and thus support of the achievement of Beck Theatre's and HQT&H' business and service policies and targets.

### ACCOUNTABILITIES

Key Accountabilities of the Post are to:

- Technical contribution as required (stage, electrics, projection and / or sound) to planning and / or production meetings, get-ins, fit-ups, rehearsals, performances and get-outs, in line with Beck Theatre house rules, policies and practices, in order to support the achievement of Beck Theatre business and service objectives and targets.
- Adherence at all times to Beck Theatre Health and Safety at Work requirements, rules and regulations, so as to ensure a duty of care to colleagues and to others working at Beck Theatre.
- Responsible for receiving and agreeing risk assessments for incoming shows.
- Responsible for the timely completion of the technical team rota including casual staff, ensuring they are accurate, costed and take all operational factors into account and that the casual hours are monitored against and remain within budget.
- As required by the Buildings & Technical Manager, supervision of the work of full time and casual technical staff, to ensure that they are properly complying with Beck Theatre rules, regulations and procedures, including Health and Safety at Work practices.
- Contribution as appropriate to achievement by the Technical Team of customer service targets and standards.
- Participation in the recruitment of Technical staff, induction and management of new technical staff and assistance with the management of the department in any necessary personnel matters where appropriate.
- To manage in-house maintenance of the Beck Theatre building plant and equipment, liaising with all departments and the Building & Technical Manager to assess works required; compilation and distribution of work lists, prioritisation of jobs and delegation of tasks to technicians or casual staff.
- Maintenance of stage, lighting sound and other equipment as required, including but not limited to fault identification, diagnosis, repair and PAT Testing etc;

- Ensuring that all in-house weekly and periodic tests and inspections are completed and accurate records are kept. These will include (but are not restricted to) fire checks, water checks, PAT Testing, safety checks, etc.
- Responsible for conducting bi-weekly housekeeping checks.
- Reports as appropriate of the findings of these inspections to the Building & Technical Manager where remedial action is required.
- Leadership of the Technicians and casual staff by good example and by taking a pro-active approach to work. This will be demonstrated by, but not limited to, positive attitude, punctuality, and achieving an excellent standard of work.
- To be a designated key holder and to undertake and ensure the safety and security of the building at all times. This will include attending to alarm call outs as required.
- Support of the Buildings & Technical Manager in the development and implementation of new ways of working, so as to better achieve Beck Theatre and HQ Theatres' business and services objectives and targets.
- To support the Buildings & Technical Manager to ensure all riders are received and processed to ensure all visiting company technical requirements are in place before their arrival.
- To support the Buildings & Technical Manager to ensure the Technical Staffing rota is completed and staffed appropriately.
- Any other related duties as may from time to time be reasonably required by the Buildings & Technical Manager.

This Job Description is current at the date shown but in consultation between post holder and Theatre Director, may be subject to variation to reflect or anticipate changes in or to the job, so as to meet Beck Theatre's and HQT&H business needs.

Signed: \_\_\_\_\_  
(Post holder)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(For and on behalf of HQT&H Ltd.)

Date: \_\_\_\_\_

# Deputy Technical Manager

## PERSON SPECIFICATION

### ESSENTIAL

- Proven excellent track-record for quality technical support of theatrical productions and related events
- Proven excellent track record of adherence to Health and Safety at Work regulations and procedures
- Good record of co-operation, communication, contribution and initiative as a member of a technical team in a theatre or entertainment environment
- Good knowledge and experience of maintaining and repairing equipment
- Good knowledge and experience of general building maintenance
- Proactive and positive attitude
- Ability to respond to varying workload and to manage tasks and time efficiently
- Proven excellent track-record of staff line management

### DESIRABLE

- Current First Aid qualification
- Current PAT Testing qualification
- Current Tallescope Training
- Accredited Health & Safety training courses
- Experience of cinema projection
- Experience of set design, construction and prop making
- Clean driving licence