

Job Description

Job Title:	Technical Manager
Hours:	40 hours per week
Reports To:	Theatre Directors
Responsible For:	Deputy Technical Manager / Head of Sound, Head of Stage & Fly's, Head of LX, LX Technician, Theatre Technician, Casual Technicians, Stage Door receptionists & Casual show staff.

Main Purpose

Theatre Royal Windsor is looking for a motivated and enthusiastic Technical Manager to join the senior management team to lead on the smooth delivery of all production elements and technical departments at Theatre Royal Windsor. The key elements of the role include:

- Responsible for the planning, technical delivery and logistics of all productions undertaken by Theatre Royal Windsor, alongside the production management of our annual pantomime and community productions.
- To be responsible for the resource management and delivery of all technical staffing, as required by the programme of performances and events.
- To lead on the maintenance, repair, inspection, and replacement of both installed and loose specialist equipment. Including, but not limited to: The Goods Lift, The Safety Curtain, lamp rounds, Auditoria seating, weekly fire alarm testing and all other equipment associated to the Back of House and Auditorium areas.
- Work alongside the Operations Managers, and other senior managers to manage and maintain the Theatre's Health & Safety policies and procedures, paying particular attention to Back Of House Health & Safety and Staff training requirements ensuring that all productions, performances and events have suitable risk assessments, method statements and CDM plans and that these are followed.

General Information

Theatre Royal Windsor is an exciting and thriving regional theatre and is proud to be the only unsubsidised producing theatre to operate all year round in Britain. The theatre hosts a busy programme of shows and events focusing on drama and musicals, supported with live music comedy and dance. The auditorium seats 633 and the building is grade 2 listed.

Theatre Royal Windsor alongside The Other Palace (our sister venue) is operated by BK Theatres as part of the Bill Kenwright group of companies. One of the largest commercial theatre producers in the UK. The theatre produces and opens a large number of Bill Kenwright Ltd touring productions, in addition to its own in-house productions and the annual pantomime.

Theatre Royal Windsor is keen to ensure that we actively engage with all residents and visitors to the area from developing a new outreach and education programme to ensuring regular updates to our immediate neighbours on the buildings activities.

The business plan aims to position the theatre as a key cultural hub that aims to meet its vision statement:

"To provide a first-class regional theatre that is recognised nationally, that produces and presents a core programme of drama and theatre for all residents and visitors to the Windsor area. Acting as a key cultural hub, encouraging participation and engagement with performing arts and supporting the development of staff, artists and audiences."

Responsibilities Include:

1. To line manage the technical department, coaching and developing staff skills and experience, ensuring an innovative and 'can do' work culture ensuring that at all times we deliver first-class production values, maximize revenue generation through recharges and deliver smooth operation.
2. To undertake regular one-to-one and team meetings within the department including 6 monthly individual performance reviews with directly reporting staff.
3. To ensure compliant and suitable training of technical staff with regards to First Aid, Fire Safety, Risk Assessments, Manual Handling, Working at Height, Electrical Safety etc.
4. To undertake the administration of the technical department with support from the Deputy Technical Manager and Heads of Departments including; production schedules, rotas and plans, booking and allocation of staff, in-house equipment, external hired equipment and suppliers, recharging productions and visiting companies, preparing weekly information for management meetings as needed.
5. To develop a strong working relationship with all other departments and senior managers, supporting events, projects and programmes in other departments and as a senior manager, contributing to the delivery and implementation of the business plan.
6. To manage and be responsible for the theatres technical budget allocations including equipment maintenance and repairs, consumables, materials and supplies, training, inspection and service budgets.
7. To undertake monthly budget and performance reporting, ensuring accurate and suitable budget monitoring at all times.
8. To contribute and support the delivery and implementation of the capital and restoration plans for the building, working alongside the theatre directors and other senior managers.
9. To liaise with the Head of Production at Bill Kenwright Ltd, supporting the smooth opening of new touring productions at Theatre Royal Windsor and ensuring a cohesive and effective working relationship.
10. To ensure that all equipment, fixtures and fittings within the technical department and back of house are compliant with the current health and safety regulations and the Theatre's Health and Safety Policy.
11. To ensure that all hazards are identified and managed to an acceptable level, ensuring all relevant documentation is also completed. You will also demonstrate you are committed to Health & Safety by leading by example.
12. To Production Manage the annual pantomime, community productions and any TRW produced shows as required. This includes but is not limited to: the recruitment of freelance staffing such as Stage Management, Wardrobe and all other production staff as needed, overseeing the creation and construction of scenery and staging as needed.
13. The postholder will be responsible for ensuring the smooth delivery of all hires and purchases required by each production, liaising with the creative teams, the creation and provision of production schedules and ensuring regular communication through production periods, working at all times within the budgets set to deliver the vision for the production.

14. To liaise with visiting producers and promoters with support from the Deputy Technical Manager to ensure that all riders are received within suitable timescales, and support is provided with the efficient provision of venue plans and information, including site visits as needed.
15. To liaise with the Operations Managers to support the co-ordination and implementation of regular building maintenance and servicing, utilising the technical staff to undertake regular basic testing, checks and maintenance, such as daily lamp rounds, weekly fire alarm tests, seating checks etc.
16. To play an active role in the fit-ups, production periods and get-outs as required by the staff rotas, including acting as Duty Technician for the purposes of evacuation responsibility and running performances.
17. To create and maintain effective working relationships with suppliers and contractors to ensure costs and supply meet the needs of the theatre and are undertaken within budget.
18. To undertake any other duties appropriate to the post and under the Equalities Act with due consideration to any employees with a "protected characteristic" and within the framework of equal opportunities.
19. To lead on creating a culture of pride in the workplace by ensuring clean and well-presented public and backstage spaces within the building at all times.

PERSON SPECIFICATION

Position Title:	Technical Manager	Date Prepared:	11/06/2025
Department:	TECHNICAL		

AF= Application Form

I = Interview

T= Test

	REQUIREMENTS	E s s e n t i a l	D e s i r a b l e	A s s e s e d
1.	EXPERIENCE AND KNOWLEDGE			
1.1	At least 4 years' experience of working as a senior technician, head of department or technical management role in a theatre or live performance venue, or significant touring and freelance experience to a similar level.	✓		AF/I
1.2	Experience of managing/supervising a team delivering the technical aspects of a theatre, performance venue or production	✓		AF/I
1.3	Good demonstrable knowledge of all technical disciplines including counterweight & hemp flying, basic rigging skills, stagecraft and masking, moving lights, ETC lighting desks, sound system set-up, sound desk operation and Qlab playback operation.	✓		AF/I
1.4	A clear and solid understanding of applicable H&S legislation and best practices including Working at Height, LOLER, PUWER, PAT Testing, CDM regulations and Working with Electricity.	✓		AF/I
1.5	Experience of sound mixing for musicals or live music performance		✓	AF/I
1.6	Experience of line managing staff, including appraisal and development processes		✓	AF/I
1.7	Working knowledge of CAD software such as AutoCAD or Vectorworks		✓	AF/T/I
1.8	Demonstrable experience of production managing plays, musicals or pantomimes		✓	AF/T/I
1.9	Excellent tact and skill in dealing with suppliers and external companies	✓		AF/T/I
1.10	Demonstrable experience of budgeting and cost control	✓		AF/T/I

	REQUIREMENTS	E s s e n t i a l	D e s i r a b l e	A s s e s e d
1.11	The ability to multi task in a busy environment and excellent Microsoft office skills	✓		AF/T/I
1.12	Willingness to work evenings and weekends	✓		AF/I
2.	COMPETENCIES			
1.1	DECIDING AND INITIATING ACTION <ul style="list-style-type: none"> a) Makes prompt, clear decisions which may involve tough choices or considered risks b) Takes responsibility for actions, projects and people c) Takes initiative, acts with confidence and works under own direction Initiates and generates activity	✓		AF/I/T
2.1	LEADING AND SUPERVISING <ul style="list-style-type: none"> a) Provides others with clear direction b) Sets appropriate standards of behaviour c) Delegates work appropriately and fairly d) Motivates and empowers others e) Provides staff with development opportunities and coaching d) Recruits staff of a high calibre 	✓		AF/T/I
2.3	RELATING AND NETWORKING <ul style="list-style-type: none"> a) Establishes good relationships with customers and staff b) Builds wide and effective networks of contacts inside and outside the Organization c) Relates well to people at all levels d) Manages conflict f) Uses humour appropriately to enhance relationships with others 	✓		AF/T/I
5.2	CREATING AND INNOVATING <ul style="list-style-type: none"> a) Produces new ideas, approaches or insights b) Creates innovative products or designs c) Produces a range of solutions to problems d) Seeks opportunities for organisational improvement e) Devises effective change initiatives 	✓		AF/I/T
5.3	FORMULATING STRATEGIES AND CONCEPTS <ul style="list-style-type: none"> a) Works strategically to realise organisation goals b) Sets and develops strategy c) Identifies and develops positive and compelling visions of the organisation's future potential e) Takes account of a wide range of issues across, and related to, the organisation 	✓		AF/I/T

	REQUIREMENTS	E s s e n t i a l	D e s i r a b l e	A s s e s e d
7.2	COPING WITH PRESSURES AND SETBACKS a) Works productively in a high-pressure environment b) Keeps emotions under control during difficult situations c) Balances the demands of work life and personal life d) Maintains a positive outlook at work d) Handles criticism well and learns from it	✓		AF//T
2.6	ENTREPRENEURIAL AND COMMERCIAL THINKING a) Keeps up to date with competitor information and market trends b) Identifies business opportunities for the organisation c) Demonstrates financial awareness e) Controls costs and thinks in terms of profit, loss and added value	✓		AF/T/I
3	d) EDUCATION AND TRAINING			
3.1	A minimum of 5 GCSE grade A*-C passes, including in English and Math's	✓		AF
3.2	Further level education in stage management, technical theatre or equivalent		✓	AF
3.3	IOSHH or CIEH H&S Qualifications		✓	AF
3.4	WAH training		✓	AF
3.5	First Aid at Work qualification		✓	AF