

Building and Technical Manager

WATFORD COLOSSEUM

Job Description
Person Specification

January 2019

watfordcolosseum.co.uk
hqtheatres.com

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

Watford Colosseum is one of 12 venues within HQ Theatres & Hospitality's (HQT&H) current portfolio of regional theatres and concert halls. HQT&H currently manages 18 auditoria on behalf of local authorities, with capacities ranging from a 200 seat arts centre to a 2,400 seated/standing theatre. Last year HQT&H programmed a total of 2,354 shows which attracted attendances of over 1.5 million.

HQ Theatres & Hospitality (HQT&H), the UK's second-largest venue operator, is a division of Qdos Entertainment Ltd, one of the largest entertainment Groups in Europe.

Watford Colosseum is Watford's home of entertainment boasting some of the best live music, theatre, comedy and other entertainment outside Central London. **Elton John, Rod Stewart, One Direction and Sarah Millican** are just a few big names that have starred on our stage. Watford Colosseum is also home to the **BBC Concert Orchestra** and has been used to record the soundtracks of films including **The Lord of the Rings, The Sound of Music** and **Star Wars**.

Employment type: Full Time

Salary: **Up to £35,000 p.a.** dependent on experience, ability and potential. This includes the additional payment of **£2,250** to cover get-out work up to a maximum of 125 hours' worth of get-outs per annum. Any hours worked over this will be paid at the current TMA rate or house rate. Whichever is applicable, when the get-out is rechargeable to the visiting company

Hours: **40 per week over 5 days out of 7**, subject to variation to meet business requirements. Working hours will include evenings, weekends and Bank Holidays.

Work location: You will be based at **Watford Colosseum** and may be required to travel to and work at other HQT&H venues. Approved travel expenses will be reimbursed.

Responsible for: Effective and efficient management of the Colosseum's technical team and operations in accordance with company policies and legislation, so as to ensure achievement of all business targets relevant to the Post.

For an informal discussion contact: Mike Christofi – Buildings Operations and Technical Manager
01923 474 100, mchristofi@watfordcolosseum.co.uk

Closing date: Midday, Friday 15th February 2019

How to apply: Send your CV, a covering letter and application form to Bo-Dee Kelly (bkelly@watfordcolosseum.co.uk) with the subject line of **Building and Technical Manager Feb 2019**. Tell us why you think you are suited to this role, why it interests you and how we'll benefit from having you on board!

Interview dates: Thursday 21st February 2019

REPORTING

You will report directly to the Venue Director.

The posts you will line manage in this role include the Technical, Maintenance and Stage Door teams. You will also be responsible for contractors and visiting company staff – This also includes onsite contract cleaning staff.

KEY ACCOUNTABILITIES

Strategic

- The post-holder will liaise with the Venue Director and Watford Colosseum's Senior Management Team, to develop the annual operating budgets for the technical and buildings areas, so as to ensure maximum profitability of the venues' technical operations.
- Management of staffing, resources, and budgets as delegated by the Venue Director, so as to ensure the Buildings and Technical operations are conducted within agreed financial limits and that targets are met.
- The post holder will report on a monthly basis to the Venue Director any variances against budgets under Technical and headings.
- As required by the Venue Director, you will identify and project-manage building and technical related capital projects.
- Through delegation where appropriate, the post holder will procure goods and services on the most favourable terms. Adhering to group procurement arrangements where applicable and thereby ensuring maintenance and safe operation of all stage, electrical and sound installations, in addition to plant equipment so as to achieve agreed business and service targets.
- The post holder is responsible for management of all contracts with suppliers and contractors that relate to the maintenance of buildings, plant and equipment, so as to ensure safe and cost-effective operations within agreed budgets.
- The post holder will bring positive and collaborative contribution to Watford Colosseums' Management Team, ensuring full communication and dissemination of information to direct reports and teams, so as to guarantee that they are briefed at levels which enable them to carry out their duties successfully and in line with Watford Colosseums' business and service targets.

Operations

- The post holder will exercise the highest level of professionalism in the staging of all events at Watford Colosseum. Whilst managing the Technical and Stage Door teams, the post holder will work closely with visiting companies and artists (both professional and amateur) and be fully conversant with their stage and technical requirements. The post holder will ensure that the technical department deliver first class standards of customer care to all internal and external clients.
- So as to ensure that the highest standards of professionalism and presentation are achieved, and that budget and service targets are met, the post holder will supervise and manage technical staff and all other relevant contributions by direct report to all performances and events. Achieved through

Timely and effective pre-liaison and preparation for all shows and events to ensure that the running and operation of shows and events is smooth, and that visiting companies experience an excellent visit.

- As part of the Technical team, the post holder will be required on occasion to operate sound and lighting controls and related equipment during rehearsals and performances including stage management of events and performances.
- The post holder will lead and direct the Technical team in the operation of equipment and other aspects of stage and events presentation at Watford Colosseum.
- The role will include additional duties within the Technical team as appropriate, including but not limited to assisting incoming productions with get-ins and get-outs of staging and technical equipment.
- The post holder is required to manage routine preventative, emergency and planned maintenance of building, plant, machinery and installations so as to achieve agreed business and service targets including the management of the operation of all such equipment, so as to ensure safe, cost-effective performance.
- The role includes maintaining up-to-date records of all regular checks undertaken.
- The post holder will be required to implement technical maintenance schedules, cleaning schedules, lifecycle capital replacement schedules and capital project planning and implementation, as appropriate and within agreed financial parameters, required by the Venue Director.

Health & Safety

- The role will include the managing of undertaking and documenting risk assessments for Watford Colosseum events and facilities as appropriate, ensuring risk assessments are distributed to required staff.
- To provide recommendation to the Venue Director of best-practice working policies and procedures relating to buildings and technical responsibilities, and with this the preparation of written reports setting out recommended and/or agreed policies as required by the Venue Director.
- In respect of delegated responsibilities, we require adherence to all statutory and regulatory requirements underpinning the venues' operation, so as to ensure that HQ Theatres is fully protected at all times.
- To manage of all delegated functions set out above, so as to ensure that HQ Theatres' Health and Safety at Work policies and practices are fully implemented at all times; and lead responsibility for the development of best Health and Safety at Work practices in respect of these delegated functions.

Recruitment, Training and Development

- In consultation with the Venue Business Administrator, the role includes management of the recruitment, training, performance development and monitoring (including setting and monitoring of personal targets) of all direct reports, so as to ensure that they fully contribute to the achievement of business and service targets.

- The post holder themselves will be required to undertake training and development relevant to the successful execution of the job role.

Other Responsibilities

- Dress in accordance with Company uniform policy and wear protective clothing where issued and instructed.
- Attend and, if required, note take meetings.
- Any other related duties which may, from time to time, be reasonably required by the Venue Director.

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

PERSON SPECIFICATION

In order to be considered for this post you will need to evidence and demonstrate:

Experience

- Proven successful experience in managing teams so as to achieve targets and to promote individual development and contribution to the employer's business and service objectives.
- Personal achievement in the role(s) of stage technician, stage electrician and/or stage sound or lighting specialisms.
- Experience of working within and managing technical areas of a multipurpose site.
- Proven successful experience of planning and delivering technical requirements of live events, within budget expectations of the client.
- Experience of setting and managing financial budgets to ensure best use of resources through prioritisation and planning.

Skills

- Excellent communication skills, both written and spoken.
- Numeracy, literacy, IT skills and knowledge appropriate to the requirements of the post.

Knowledge

- Proven successful experience of the management of Health and Safety at Work in a theatre or entertainment environment.
- Thorough knowledge of safe rigging practices is essential.
- Basic knowledge of building maintenance and operation, and experience of dealing with contractors and stakeholders to achieve building operations and maintenance to a high standard.

Attitude

- A strong customer service focus and a genuine desire to deliver an excellent experience, every time.
- A 'can-do' attitude and a positive, flexible approach to the job role, work colleagues and peers.
- A presentable, professional and approachable manner which sets an example for others to follow.
- Willing to work flexible hours including evenings, weekends and Bank Holidays.

Other

- Willing to agree to appropriate Data & Barring Service (DBS) background checks.

Desirable

- Practical experience of and a current First Aid qualification.
- Proven successful production management experience.
- Working knowledge of Artifax software system.
- A full driving licence.
- IOSH or NEBOSH recognised qualification in Managing Safely (or above).
- Working at Height & Rescue training desirable
- COSHH training desirable
- Manual Handling training desirable
- Knowledge of Building Management Systems and associated plant (Air Handling, Chillers, Boilers).