

JOB PROFILE	
Company:	Italia Conti
Department:	Production
Role:	Technical and Health & Safety Manager
Reporting to:	TBC
Direct reports:	N/A
Location:	Victoria Place, Woking
Salary Band:	Band C

ROLE SUMMARY
<p>The Technical and Health & Safety Manager will take the lead on the technical side of Italia Conti's stage productions, both at its on-site theatre and external venues and its in-house audio-visual studio, and act as Health & Safety Manager for the Italia Conti campus in Victoria Place, Woking.</p>

KEY ACTIVITIES
<p><u>Technical Management</u></p> <ul style="list-style-type: none"> • Leading on the technical aspects of Italia Conti's stage productions and set construction, ensuring that that Italia Conti's production values are maintained and continually improved. • Ensuring all events at Italia Conti operate smoothly and effectively from a technical standpoint. • Maintaining an accurate record of production and technical equipment and resources allocated to the production department, ensuring that efficient and organised storage, systems of hire and student access to resources are maintained in partnership with the Production Manager. • Ensuring the production and backstage spaces at Woking are effectively managed so that the use of space is optimised, and that equipment is efficiently stored and maintained and that appropriate systems and a rolling programme of work is in place throughout the year to achieve this. • Managing stock and maintenance budgets and keeping financial records in partnership with the Production Manager. • Maximising income and minimising expenditure where possible without jeopardising the quality of the work or the reputation of Italia Conti. • Working with freelance set designers during pre-production and performance weeks to ensure the creative ambition for productions is realised. • Managing freelance lighting, sound and video designers during pre-production and performance weeks. • Managing a small team of theatre technicians and engaging freelance technicians where appropriate to ensure projects are delivered to time and on budget.

- Managing a rota and participating in this where required to ensure sound, lighting and stage management for all Italia Conti's productions from beginning to end including rigging and operating lighting and sound systems.
- Attending and contributing to Italia Conti boards and meetings as required to represent the department and to contribute to the enhancement processes as they affect production resources and activities.
- Engaging with CPD on an ongoing basis, remain apprised of developments both practical and regulatory in technical theatre.
- Together with the Production Manager, contributing to and overseeing the provision of departmental information to ensure key documents such as Staff and Student Handbooks are up-to-date.
- Ensuring that the Italia Conti safeguarding policy and reporting processes are adhered to by all permanent Italia Conti staff, casual staff, freelancers, and the public.

Health & Safety

- Leading on the Health & Safety aspects of Italia Conti's stage productions and providing advice and support to the Production Team, ensuring that the theatre spaces at Woking are operated safely.
- Ensuring Italia Conti's Health & Safety Policies and Procedures are up-to-date institution-wide and leading on communications in the area of Health & Safety, ensuring staff are aware of their responsibilities in this area as appropriate.
- Chairing the Health & Safety Committee and attending and contributing to Italia Conti boards and meetings as required to represent the department and to contribute to the enhancement processes institution wide.
- Reviewing and maintaining risk assessments institution-wide and administering the H&S document storage portal to ensure all statutory compliance documentation is in place and current.
- Liaising with external hirers, ensuring they are conversant with Italia Conti's health and safety requirements and appropriately briefed in key areas such as fire safety and the fire evacuation procedure.
- Providing Health & Safety support and practical advice to the Production team, freelancers, and tutors when staging events in external venues. Liaising with local theatre venues to maintain excellent working relationships and continued partnerships.
- Contributing to and overseeing the provision of departmental information to ensure key documents such as Staff and Student Handbooks are up-to-date in the area of Health & Safety.
- Leading on the fire evacuation procedures and ensuring these are continually maintained and that records are kept.
- Setting a good Health & Safety example to all permanent Italia Conti staff, casual staff and freelancers and the public.

- Maintaining currency in the fields of Health & Safety and technical theatre.
- Acting as a key point of contact and liaising with the management of the Victoria Place development (Savills) on behalf of Italia Conti and with external venues as regards Health & Safety.
- Acting as a designated key holder and undertaking and ensuring the safety and security of the building as required.
- Working with the appointed M&E maintenance provider and other contractors to ensure all plant equipment, water systems, security and CCTV systems, and safety critical equipment checks, and servicing are carried out and documented.
- Operate and configure the site BMS to balance efficacy and comfort with efficiency in order to minimise energy costs.
- Contributing to Duty Management policies and procedures during the day and for evening performances and acting as Duty Manager and Fire Marshal where required.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED		
	Essential	Desirable
Qualifications/Education	<ul style="list-style-type: none"> • Educated to level 6/7 in technical theatre or related discipline or equivalent experience. • A current, clean driving licence. 	<ul style="list-style-type: none"> • Relevant Health & Safety qualification or conversance with Health & Safety as it applies to technical theatre (NEBOSH etc.) • Evidence of continuing professional development.
Knowledge/Skills	<ul style="list-style-type: none"> • Excellent knowledge of health and safety law as it relates to a performing arts venue/theatre school and a keen interest in maintaining currency in this area. • Outstanding organisational skills with the ability to keep on top of a schedule of work to ensure Italia Conti remains compliant in all areas of Health & Safety. • Extensive knowledge of professional practice in the field of stage productions • Excellent IT skills, including conversance with a range of 	

	<p>lighting, sound, and AV systems (QLab etc.).</p> <ul style="list-style-type: none"> • Excellent knowledge of health and safety law as it relates to a performing arts venue. • Excellent working knowledge of a stage department. • Excellent interpersonal influencing and communication skills and an open and collaborative style balanced with the ability to challenge and to be clear when there is no compromise. • Personal integrity and high standards for self and others. • An interest in the theatre and an enthusiasm for working in a socially engaged and culturally diverse environment. • Excellent IT skills, including conversance with a range of lighting, sound, and AV systems (QLab etc.). 	
<p>Experience</p>	<ul style="list-style-type: none"> • Significant experience of Health & Safety as it relates to a performing arts or arts educational venue, of salient policies and procedures and of implementing safe working practices. • Significant demonstrable experience of technical management of stage productions in an arts or arts educational venue. • Experience of line management of a team of stage technicians and associated staff. • Experience of carpentry and scenic construction. 	

	<ul style="list-style-type: none"> • Experience of using power and workshop tools. • Experience of programming ETC Ion lighting desks and digital sound desks with QLab. 	
<p><i>The above duties will inevitably change as the work of Italia Conti develops. The post-holder should therefore expect periodic variations to this job description. This job description may also be supplemented on a regular basis by individual objectives derived from Italia Conti's strategies.</i></p> <p><i>The post involves commitment to working outside the normal hours and a willingness to work flexibly is expected. There will be an occasional need to undertake business travel between other Italia Conti sites within London and across the UK.</i></p> <p><i>There is an expectation that all employees will maintain the values of the Italia Conti and will comply with its code of conduct as well as equality and diversity, health and safety and safeguarding policies.</i></p>		