



Assistant Technical Manager

The Role

The Assistant Technical Manager for Leicester Square Theatre and the Museum of Comedy will be responsible for all elements of technical requirements in a venue setting, including operating shows and maintaining equipment in each venue. Good communication skills are essential both in person and via email. You will be required to deputise in the Technical Manager's absence.

Reports To: Technical Manager

Responsible For: The smooth running of the technical department, including setting up lighting, sound and AV for shows and operating shows. To be the first point of contact for all technical requirements in the Technical Manager's absence, this will include being in charge of any casual technicians employed. Maintaining all the equipment to a high standard and making sure health and safety procedures are adhered to.

Hours: 40 hours per week, including evenings and weekends

Holiday Entitlement: 28 days including bank holidays

Salary: £33 280 p/a

Duties & Responsibilities

- To work closely alongside the technical manager to ensure a smooth running of the department.
- To set up shows including lighting, sound, AV and stage.
- Help to maintain equipment to a high standard in both venues and fix anything that needs it.
- Operating lighting and/or sound for the shows in both venues or duty tech for those who have their own operators.
- Ensure health and safety procedures are adhered to throughout both venues.
- To line manage any casual technicians in the technical manager's absence.
- Oversee the departmental operation in the technical manager's absence.
- Liaise with the FOH team, and other venue departments regarding the incoming show and technical requirements.
- To be a point of contact for the incoming shows.
- Assist with get ins and get outs as and when needed.
- Assist in the turnarounds between shows.
- To be an ambassador for the venue.
- To be responsible for the general upkeep of in house technical equipment.
- To provide general maintenance in the absence of the maintenance technician.
- Keep venue paperwork up to date, along with the technical manager.



6 Leicester Place, London, WC2H 7BX

020 7534 1740

leicestersquaretheatre.com



PERSON SPECIFICATION

	CRITERIA
<p>SKILLS AND ABILITIES</p> <p>Someone with a positive outlook who is able to identify the areas that require focus and priority.</p>	<p><i>Someone who can multitask and works well under pressure is organised and efficient in day to day responsibilities.</i></p> <p><i>Someone who can prioritise workloads, be meticulous in planning and communicating with a wide variety of people.</i></p> <p><i>Someone who can be an ambassador for the venue both in person and in written word.</i></p>
<p>EXPERIENCE</p> <p>Someone with knowledge of all aspects of the technical department and has experience in either a venue or a touring capacity</p>	<p>ESSENTIAL</p> <p><i>Experience in all aspects of tech including, but not limited to; lx, sound and AV.</i></p> <p><i>At least 3 years' experience in the industry.</i></p> <p><i>Ability to work well under pressure and come up with solutions to problems quickly.</i></p> <p><i>Dedicated and hardworking by nature who is confident to manage the department in the Technical Manager absence.</i></p> <p><i>Good communication skills both in person, over the phone and via email.</i></p> <p><i>Competent with a Yamaha sound desk and an ION XE LX desk or an EOS Family lighting Desk</i></p> <p><i>Competent with QLAB.</i></p> <p>DESIRABLE</p> <p><i>Experience of construction and ability to do some basic carpentry.</i></p> <p><i>Experience of PAT testing.</i></p>
<p>KNOWLEDGE</p>	<p><i>Previous experience of working in a fast-paced busy venue.</i></p> <p><i>Knowledge of Health and Safety responsibilities within a venue.</i></p>
<p>PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS</p>	<p><i>Someone who has a passion for their job and is good at working as part of a team and individually. They will need to work closely with all departments and with some top names in the entertainment industry, excellent people skills are a must.</i></p>





	<p><i>Dedicated and hardworking by nature with meticulous attention to detail, forward thinking who works well under pressure.</i></p> <p><i>Someone who is London based and happy to be responsible as a keyholder for the venue.</i></p>
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Please send a covering letter and CV to Tom@leicestersquaretheatre.com by



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