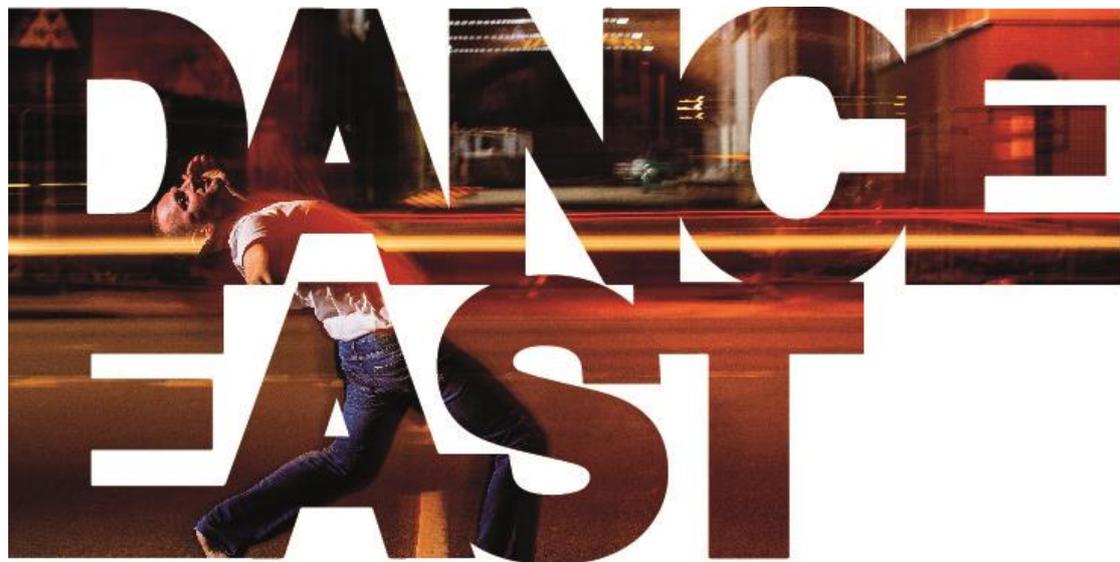


DANCEEAST

TECHNICAL MANAGER

CANDIDATE BRIEFING

April 2019



MOVE | BE MOVED

**JERWOOD
DANCEHOUSE
IPSWICH**

FIND OUT MORE
01473 295230
DANCEEAST.CO.UK

DanceEast is custodian and curator of the Jerwood DanceHouse, the home of dance in the East of England. Its vision is to make the East of England a place where everyone has the opportunity to engage with great dance. Its mission is to raise aspirations and transform lives through a programme of work that champions excellence, engages the public and inspires artists.

DanceEast presents a diverse programme of performances that includes national and international dance artists and companies, emerging artists and young people. A range of support is provided for artists at all stages of their career, including an Associate Artists scheme and a Choreographic Development Fund. DanceEast work in partnership with other national venues to develop the breadth and appeal of dance for young people and families; and is also a partner in the National Dance Network and the European DanceHouse Network, both of which work to increase opportunities for artists and audiences.

DanceEast runs approximately 50 classes each week in various dance styles for fun, fitness and professional development. DanceEast is also home to one of nine Centres for Advanced Training in Dance supported by the Department for Education to enable young people with exceptional potential in dance to work towards a professional career.

DanceEast maintains its commitment to rural communities across East Anglia, running programmes and projects in schools, health and community settings in and beyond Ipswich. Community performance groups promote training, creative and performing opportunities for young people across the county.

DanceEast works in education and community outreach involving people of all ages and abilities and takes dance to urban and rural communities. In 2017/18 there were almost 49,000 attendances in participatory activities throughout Suffolk and the East of England.

DanceEast supports innovation and the development of new dance work by artists, whether it is training, creation or performance. A new cohort of Associate Artists joined the organisation in April 2018 and included: Tim Casson, Julie Cunningham and Joseph Toonga; and Kaia Goodenough as a Junior Associate Artist.

DanceEast is a registered charity and company limited by guarantee and is grateful for the support of Arts Council England, Suffolk County Council and Ipswich Borough Council, a range of trusts and foundations and the many individuals who all contribute to the vibrancy of DanceEast's extensive programme of excellent dance experiences.

DanceEast has an annual turnover of approximately £1,600,000. The Jerwood DanceHouse comprises 4 dance studios; a studio theatre; offices and meeting rooms; and a café. DanceEast has a staff team of 45 full-time and part-time staff, including a number of core tutors.

Further information about DanceEast can be found at: www.danceeast.co.uk

DanceEast is the home for dance in the East of England.

It provides extraordinary dance performances, life-affirming participatory opportunities for all and a world-class environment for artists at all stages of their careers.

Introduction

DanceEast is one of the UK's leading dance organisations. It is based at the Jerwood DanceHouse in Ipswich, the home of dance in the East of England. DanceEast's programme embraces the artistic, educational, social and recreational roles that dance plays in the local and national arts ecology. It places artists at the heart of the organisation, presenting high-quality high-profile dance work in the Jerwood DanceHouse and offering artists support, development and stimulation via programmes such as the Associate Artist Scheme, Rural Retreats, Professional Development workshops, advanced level classes and the Choreographic Development Fund. DanceEast has been running a range of innovative community projects for over thirty years, working closely with partners on local, national and international projects.

Purpose of the Post

To ensure the highest quality technical operation of the venue and of any event which contributes to the DanceEast's artistic programme, in addition to conferences and special events, both at the venue and off site. The post holder will also provide technical support to clients hiring spaces within the Jerwood DanceHouse and support income generation across the organisation.

Responsibilities of the role include production management, operation and maintenance of equipment, building maintenance, ICT maintenance, and managing freelance technical staff.

Key Relationships

The Technical Manager is a key member of the Operations Team, reporting to the Head of Operations & Resources. The Operations Team is the backbone of the organisation which is responsible for general administration, building & infrastructure management, finance and people management. The post holder will liaise closely with members of the Creative Team, as well as working with the Venue Hire Co-Ordinator.

Principle Responsibilities

Technical Management – 70%

- Ensure that the highest technical and artistic standards are achieved in every aspect of the production process
- Offer strategic advice and support to the Senior Management Team on the future technical and development needs of the venue as a presenting and producing venue.
- Contract casual and freelance technicians as per requirements
- Supervision of all freelance technical staff and the preparation of technical rotas
- Liaise with visiting companies and artists regarding technical requirements, providing support and advice, to ensure that their requirements are met, leading the get-ins, technical rehearsals, performances and get-outs
- Support artists and companies with work in development and other venues as appropriate
- Liaise with the Venue Hire Co-Ordinator in the technical planning and support of external hires in the venue
- Manage the annual PAT testing of all technical equipment and ensure compliance with all other regulatory testing
- Ensure all technical equipment is on the technical inventory
- To manage and administer technical staffing, hire and consumables budgets and gain best value at all times.
- Responsible for rigging, operation of sound equipment and lighting desk and sound design (if required) at the Jerwood DanceHouse or any other location
- Participate in rehearsals and production meetings
- Design and programme lighting, sound, or any other technical service for any event or hire
- Comply with working at height, LOLER, COSHH, PPE, PUWER regulations and ensure the theatre and technical storage areas are kept safe and tidy
- Clean, maintain and carry out routine maintenance to technical equipment and oversee any necessary repairs
- Assist the FOH team with the set-up of technical equipment in spaces for classes/meetings
- Supervise any trainees, volunteers and casual staff

Production Management – 10%

- Working across the Creative Team, manage the production planning and delivery of a broad programme of events and performances
- Prepare risk assessments for DanceEast performances and events
- Manage the production planning and delivery of national tours, as required
- Manage project / production budgets
- Contribute to evaluation reports

Building Management (*in conjunction with the Head of Operations & Resources*) – 10%

- Manage the contract for Planned Preventative Maintenance with external provider
- Manage the day to day maintenance of the Jerwood DanceHouse
- Manage the records of all maintenance and tests carried out
- Manage the building BMS
- Line manage two caretakers and prepare rotas based on activity

ICT Management (*in conjunction with Head of Operations & Resources*) – 5%

- Manage the contract for IT support with external provider
- First line support for general IT enquiries, before escalating enquiry to external IT support provider if required.
- Manage the annual hardware purchasing
- Manage the telecoms maintenance contract with external provider

General – 5%

- Ensure that Health and Safety is observed throughout the DanceHouse, by understanding and contributing to the implementation of said policies
- Keep up to date with developments in the industry, changes to regulations and lead on updating infrastructure and equipment as required
- Attend staff and other relevant meetings, participate in training and other forms of staff development
- To at all times carry out duties and responsibilities with regard to DanceEast's Equal Opportunities, Access and Health and Safety Policies.
- To represent DanceEast's best interests with suppliers, business contacts and the public
- To undertake other duties as may be reasonably required by DanceEast

Person Specification

Attributes

Essential

- An attention to detail with a commitment to achieving excellent standards
- A high standard of organisational skills
- The ability to remain calm under pressure
- The ability to prioritise effectively
- An outgoing and positive personality
- Articulate with proven interpersonal and communication skills.
- A flexible approach to work.

Qualifications and Experience

Essential

- Relevant Technical Theatre qualification or equivalent
- Relevant professional experience, preferably dance, within a venue or a company
- Safe & efficient use of lighting, audio and audio-visual equipment
- Experience of managing staff and organising rotas

Desirable

- Experience of touring, or providing technical support for professional contemporary dance productions
- Experience of working alongside artists during the creation of new work
- Experience in the use of elevated work platforms, with an IPAF 3A License
- Electrical qualification
- Health & Safety Qualification (IOSH or similar)
- Rigging certificate
- First Aid qualification
- Current clean driving licence

Knowledge and Skills

Essential

- An in-depth knowledge of lighting, sound and Audio-Visual
- An extensive and up to date knowledge of technical equipment
- A solid knowledge and experience of rigging practices
- Knowledge and understanding of the theory of lighting design, focussing and patching
- Knowledge and practical experience of all relevant Health and Safety regulations and experience of writing and reviewing risk assessments
- Knowledge and experience of working at height practices
- Computer literate and highly competent with Microsoft Office
- Experience of setting and managing budgets and other financial processes

Desirable

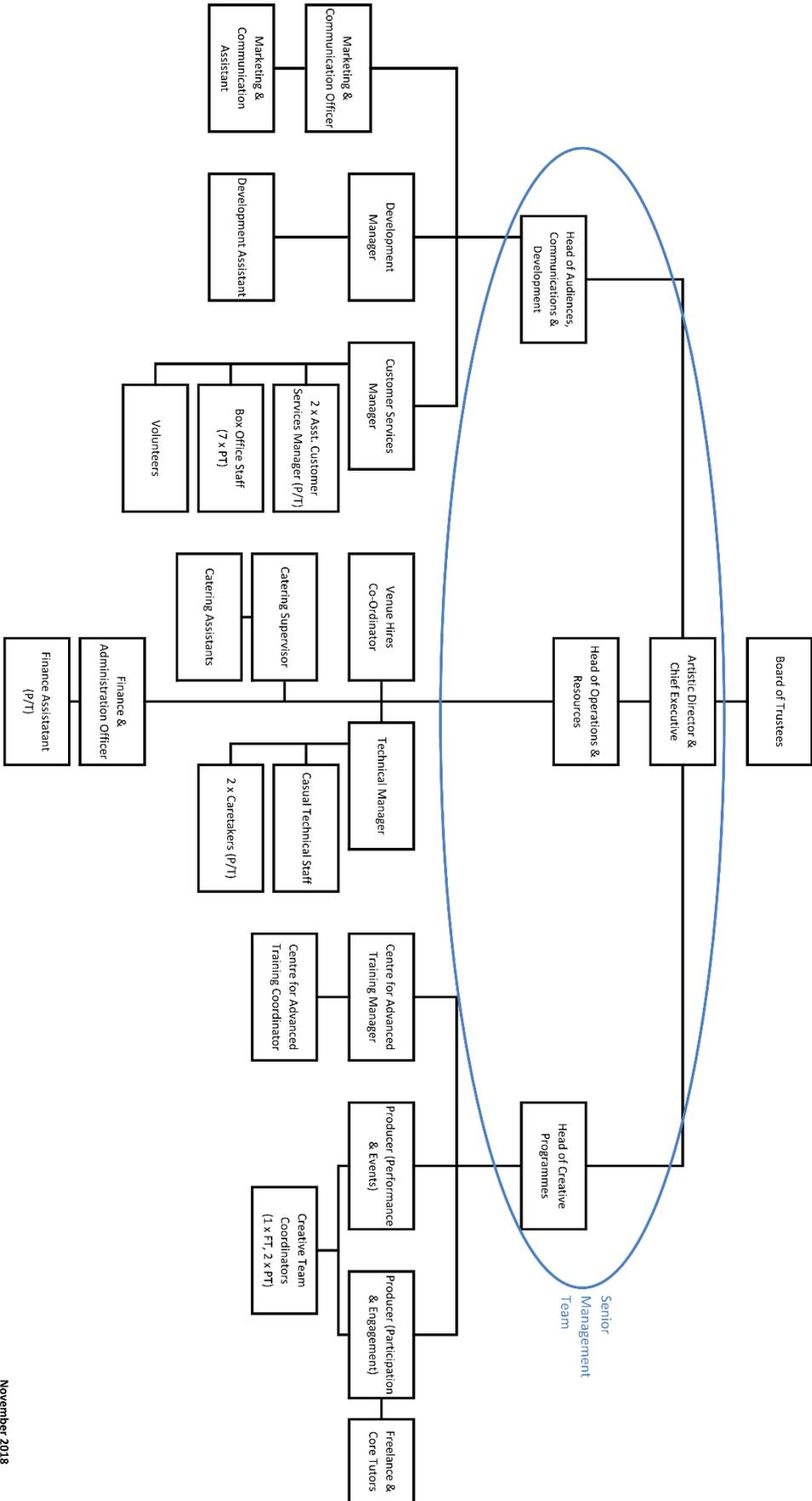
- A good working knowledge of AutoCAD software, or similar
- An understanding of BS7909 temporary electrical installations legislation
- A working knowledge of CDM regulations
- Knowledge of LOLER legislation
- A working knowledge of the EOS family software
- A working knowledge of QL/CL Series audio mixers
- A working knowledge of ethernet-based IP networking
- A working knowledge of QLab

Terms & Conditions

Salary:	£27,500-£28,500 per annum.
Responsible to:	Head of Operations & Resources
Responsible for:	Caretakers (2 x P/T) Freelance technical staff
Hours of Work:	37.5 hours per week, normally worked over five days
Working Hours:	Due to the nature of this post, a great deal of flexibility to actual working hours will be required; and evening and weekend duties will be required, as necessary.
Holiday Entitlement:	20 days paid holiday per year increasing to 25 days after two years of continuous employment; plus 8 days bank holidays.
Probation Period:	Three months.
Notice Period:	One week during probation period, rising to two months after successful completion of probation period.
Right to Work:	The successful applicant will be required to provide documentation under the Immigration, Asylum and Nationality Act 2006.
References:	Offers of employment are subject to the receipt of references that are satisfactory to DanceEast.
Pension Scheme:	Automatically enrolled into a qualifying workplace pension scheme which both the employee and DanceEast will make monthly contributions to (currently 4% each). The employee has the option to opt out of the scheme if preferred.
Relocation:	A small relocation package may be available to suitable applicants.
Additional Benefits:	Complimentary tickets for DanceEast productions and classes (subject to availability); Training and development opportunities; and Staff discount at the DanceHouse café.
Note:	This role includes working at height and manual handling.

**This job description is a guide to the nature of the work required of this position.
It is neither wholly comprehensive nor restrictive.**

Organisational Structure



Senior Management Team

Making an application

Applications should be made on the enclosed Application Form.

Please follow the instructions on the Application Form carefully. This pack contains the key information needed to make an application, and potential candidates are advised to visit the website for further information: www.danceeast.co.uk

Further information about the area can be found at:

www.allaboutipswich.com

www.visitsuffolk.com

www.ipswich.gov.uk

www.suffolk.gov.uk

The Application Form and Equal Opportunities Monitoring Form should ideally be completed electronically and emailed to HR@danceeast.co.uk; or sent by post to Bill Armitage, Head of Operations & Resources, Jerwood DanceHouse, Foundry Lane, Ipswich IP4 1DW, marked "Private and Confidential". Please note that CV's will only be considered when attached to a fully completed Application Form.

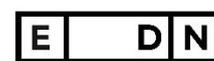
DanceEast is an Equal Opportunities Employer and has a Diversity & Equality Plan aimed at improving the diversity of its workforce. To ensure the effectiveness of the policy and to assist in its development, DanceEast monitors all applications for employment. You are therefore asked to complete the Equal Opportunities Monitoring Form, which will be treated as confidential and used for statistical purposes only. The form will be separated from your application and remain anonymous, before your application is reviewed by the selection panel.

The deadline for receipt of applications is 12 noon, Monday 13th May. Applications received after this time will not be considered. Successful applicants will be invited to an interview at the Jerwood DanceHouse, Ipswich on Monday 20th May, and candidates should be available on this date.

Cover photo: ROCKBOTTOM by Joe Armitage



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**ARTS COUNCIL
ENGLAND**



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