

the Albany



TECHNICAL MANAGER

Recruitment Pack

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TERMS AND BENEFITS

WHAT WE ARE OFFERING

Job title:

Technical Manager

Salary:

£35,000 per annum

Contract:

1 Year Fixed Term, 3-month probationary period, with the possibility of extension

Full-time (hours as necessary, 40-hour base expectation), including regular evening, night and weekend work

Responsible to:

Head of Technical

Responsible for:

Technicians, Technical Apprentices, Casual & Freelance Technicians



We were shortlisted for the
Art Explora Academie des
Beaux Arts Award 2023

Championing new forms of
audience engagement and
participation in the arts.

Key Contacts:

Albany Production team, Operational team, Creative Programme and Hires Teams, Deptford Lounge team

Benefits include:

- 25 holiday days per annum, plus bank holidays
- Complimentary tickets to Albany performances
- Albany café discount
- Training and development opportunities
- Health and wellbeing support
- Hybrid and flexible working policy
- Access to interest-free season ticket loan and cycle scheme partnership.

HOW TO APPLY

We are looking forward to receiving your application form via our [online platform](#), before the deadline of:



Timelines

Application deadline:
Monday 3 November, 10am

First interviews:
Week of 10 November, onsite

“The Albany is a perfect example of a community space; a real hub of something for everyone” Resident organisation

Feedback

We will be in touch with all candidates regardless of whether you have been shortlisted or not, but the timing of this will depend on the current status of your application.

All applicants who attend an interview will be offered individual feedback. For those not selected for interview, we can provide, on request, a short summary of what we found that the strongest applications had in common, which we hope will help you with future job applications.

OUR HIRING POLICY



The Albany aims to encourage a culture where people can be themselves and be valued for their strengths. It's important to us that our team represents the same diversity of audiences and artists we welcome into our venues every day.

We have a dynamic and flexible internal culture that gives employees control over the way they work and supports wellbeing. We will be as flexible as we possibly can be when supporting staff to balance their work and their personal lives. We are keen to have a conversation to find practical solutions to accommodate candidates' own situations whilst meeting the needs of the organisation.

You may not have worked in a cultural organisation before, perhaps you have worked in music, events, in management & leading teams – these are all very transferable contexts. We are keen to hear from a diverse range of candidates from all backgrounds, drawing on different perspectives, experience and knowledge.

We particularly encourage people to apply who have lived experience of the Black and Global Majority communities we serve. The Albany will offer an interview to anyone who identifies as a person who is D/deaf or disabled who meets the essential criteria.

If you would like support to think about how your experience is transferable to this role; or would like to ask us practical questions about the organisation, role or the recruitment process, you can book a confidential conversation with our recruitment contact.

We believe in fair recruitment. We will ensure everyone who wants to be a part of the Albany has the resources and confidence to apply. Feel free to contact us online, over the phone or in person if you need further assistance, or require the recruitment pack or application in a different format.

Recruitment contact: Ceri Ellen Payne

☎ 020 8692 4446 ext.206

✉ vacancies@thealbany.org.uk

ABOUT THE ALBANY

The Albany is a performing arts centre that exists to inspire, develop and support creativity in South East London. With year-round activities and events including award-winning programmes for young creatives and adults over 65, music, theatre, and family performances, our work is led by the talent and imagination of our local communities.

The Albany is an incubator for new ideas and initiatives. We are home to more than 20 incredible resident organisations and are a hub for the next generation of talent – from our weekly takeovers for 12-24 year olds' to our youth music project, REZON8.

We aim to foster a welcoming and inclusive space where everyone is inspired to get creative, and where artists are supported and developed, in part through programmes such as our Associate Artists, Artist of Change and Creative Communities Membership schemes. Our Community Council places local people at the heart of our programming and decision making.

After the momentous delivery of We Are Lewisham, London Borough of Culture 2022 – for which the Albany was lead producer – we were appointed as Lewisham's first Anchor Cultural Organisation. Whilst our work is centred in Deptford and Lewisham, our influence is also felt nationally and internationally. We are lead partner of Fun Palaces and a founding member of the Future Arts Centres network. Our co-creation work has been nominated for major international awards and our Artist of Change project – where artists are embedded in local communities – has been replicated in arts centres across Europe.

In 2024:



We welcomed
35,000 audience members
to **227 events**

We worked with
386 artists
1300 young people

OUR VISION

The Albany is the engine room for people to reach their creative potential, tell their stories and define their own culture.

Together we will inspire new possibilities for positive change.



OUR VALUES

Open and welcoming

We foster an inclusive space, both physically and culturally, where anyone can feel welcome and heard.

A home for ideas, creativity and action

Everyone has the potential to be creative. We believe that creativity can make real change for individuals and on urgent issues around social justice and the climate crisis.

Committed to representing the extraordinary creativity and diversity of Deptford and Lewisham

We are deeply rooted in Lewisham and South East London. We advocate for its residents, representing the diversity of our borough and the voices of Black and Global Majority people.

Responsive and Flexible

We're co-operative, willing to listen and adjust our approach according to the task in hand. We love seeing amorphous ideas become reality.

A connector of people

We put our communities at the heart of any process. We share our knowledge to shape change and create something better for everyone.

Adventurous and ambitious

We believe that a sense of adventure is essential to achieving our vision. While we are rigorous in our approach and celebrate our successes we're not afraid to try something new.

“The Albany has had a real impact on my life. I’ve been given a lot of opportunities to grow and explore what I want to do as an artist.”

Youth programme participant

CONTEXT OF THE ROLE

As a leader in the production team, the post holder will provide high quality technical management (including lighting, sound, AV and stage management – and we're interested to hear if you have a sound bias) with an emphasis on the day to day management of the department, health and safety/maintenance at the Albany and equipment for Deptford Lounge.

You will deliver a consistently high standard of service to visiting artists and other venue users, and using safe working procedures at all times contribute to the Albany's objective as a leading venue for excellent and diverse performance art.



[Read about our Creative Strategy](#)

[Download our Impact Report](#)



Meet Me... choir, credit Roswitha Chesher

MAIN OBJECTIVES

Production & Technical

- Be the principal contact for representatives of incoming and in-house performances, hires and other events to establish production requirements for each event well in advance and communicate these to all other teams (particularly Creative and Operational) for effective contracting, sales and delivery
- Plan, manage and coordinate the production aspects of all events at the Albany and Deptford Lounge, and ensure all relevant event information is communicated to the appropriate staff
- Take responsibility for the complete and adequate technical delivery of all Albany in-house, received and hires events. Within set budgets, time frames and Albany technical standards. Communicating any/all needs to relevant staff members in a timely fashion to ensure the success of every event

“The Albany holds community at its heart and the warm, welcoming atmosphere extends to everyone.”

Visiting company feedback



- Oversee and lead Technical event teams, apprentices and trainees, as well as liaising with operational site teams, to provide appropriate technical support to visiting companies, artists and in-house productions, both for the creative programme and hire bookings; from conception to debrief. This includes loading / unloading, rigging, event / stage management and operation of lighting, sound and digital media
- Plan, coordinate and deliver designated in-house productions, including off-site events, in the timescales and budgets set by the Head of Technical, creative programme and hires teams
- Maintain, develop and deliver high quality Albany technical standards and innovate and manage technical solutions
- Ensure and record compliance with legislative and other relevant technical standards
- Update, innovate, draw and re-draw as necessary all technical specifications and performance space plans

- Act as Event Manager, particularly for key events, and Duty Technician in a multi-disciplinary capacity; including Fire Warden, Duty Management and Key Holder roles as required across all Albany sites

Maintenance

- Maintain the electrical, technical and digital resources of the building as a whole, with specific responsibilities for the technical equipment and installations and their regular testing, including managing planned and reactive maintenance, PAT testing and other periodic maintenance
- Maintain an up to date inventory of all technical assets including consumables and equipment ensuring that they are appropriately stocked, stored and controlled, minimising breakage and wastage
- Plan for, oversee and carry out periodic maintenance of theatrical equipment and services
- Manage and Report legal compliance and state of repair issues and assist the operations team with responsive repairs in line with skills

- Provide support for building maintenance and digital infrastructure as required

Health & Safety

- Ensure all H&S policy relevant to technical is adhered to, and assist with the implementation of new policies as required by legislation and best practice. Ensure the writing of risk assessments and method statements for new equipment, activities and shows prior to performance or use. Ensure all technical staff have read and understood all relevant documentation for roles and tasks, and are suitably trained, experienced and inducted to perform those duties
- Retain auditable evidence of best H&S practice; ensure information, test records and risk assessments are within review dates
- Ensure visiting technicians and companies receive appropriate inductions and safety briefings for every event before commencing work including emergency and evacuation procedures and assisting or leading an evacuation

- Ensure the security and good housekeeping of all technical and backstage areas, and Albany buildings as a whole

Management

- Working with the Head of Technical, conduct seasonal planning and preparation, compile shift rotas and arrange staffing
- Line Manage and lead designated Technicians, Technical Apprentices, Casual and Freelance Technicians and any other technical staff in line with all HR policies and procedures
- Manage delegated budgets, recharges and resources effectively, adhering to financial authorisation processes, including submission deadlines and record keeping to ensure stable finances for the technical department and the organisation
- Arrange, chair and attend production meetings, internal and external meetings and training sessions as appropriate and required

- Manage and keep records of induction and training of all technical staff; take part in training and the training of other staff, volunteers and participants.
- Build and maintain positive working relationships with all staff, partners and users in respective venues to deliver a smooth service. Provide a high standard of customer service levels for visiting companies and space hirers
- Maintain industry links and keep in touch with new products, equipment and techniques to ensure high quality technical delivery
- Act as a key holder for the Albany Building and ensure its safety and security whilst under your care (ie late lock-ups, early openings and any other appropriate instances)

Organisational

- Lead by example, exemplifying the values of the organisation and good practice and support the aims and objectives of the Albany both, internally and externally

- Ensure the intentions and requirements of the Albany's Health & Safety, Environmental Sustainability, Equality and Diversity and Safeguarding of children and vulnerable adults policies are applied personally and by staff in the team
- Work within and contribute to the Albany's sustainability strategy, ensuring the efficient use of technical resources and energy, limiting wastage and monitor and reduce consumption across all areas of work where possible
- Deputise for members of the Albany production team and duty managers of all Albany sites as required and undertake other duties of the Head of Technical or Senior Management where required

REVIEW ARRANGEMENT

This job description is a guide to the nature of the work. It is not wholly comprehensive or restrictive and may be reviewed as required; other responsibilities may be added depending on experience and need.

Changes to the role will be subject to periodic review in consultation with the post holder.

PERSON SPECIFICATION

WHAT WE ARE LOOKING FOR

The ideal candidate will be able to demonstrate the following skills, experience and qualities

Essential

- Demonstrable and significant experience of working in a technical capacity in a professional performance / live music environment
- Experience of successfully leading, managing and supervising the work of others, both as a line manager and a technical supervisor
- Demonstrable experience of workflow planning and programme management from a technical standpoint
- Ability to work as duty technician independently and take responsibility for delivering successful events, both as an individual and as a team
- Ability to expertly interpret and produce technical drawings and lighting plans, both in paper and electronic (CAD) forms

“The Albany is a space where creativity isn’t rushed but allowed to evolve, where the process is just as important as the end result.”

Associate Artist

- Extensive working knowledge of all technical disciplines including lighting, sound, AV and stage management, ideally including a working knowledge of Chamsys, GrandMA, and ETC lighting desks, Yamaha digital and analogue sound consoles and experience with QLab 4 or 5 show control
- Ability to adapt lighting designs to the spaces and sometimes produce designs for events
- Adequate operation of modest FOH sound and foldback in a live sound environment
- Fully computer literate with the ability to effectively maintain auditable administrative systems and records
- Ability to prioritise and organise the workload of others and themselves and work effectively and timely in a busy and demanding environment

- Highly self-motivated and able to find effective solutions to practical problems
- Excellent communication skills with a range of people and environments
- Excellent customer care skills, including working with people with a disability
- Extensive knowledge of current Health & Safety legislation as applicable to the operation of a theatre and public building
- Physically fit, able to perform manual handling tasks and working at height
- Flexibility to work unsociable hours, incl. nights, weekends and Bank Holidays
- Successful candidate will be required to obtain an enhanced DBS check

We're looking forward to hearing from you.

We welcome feedback about how you found your recruitment journey with us - you can contact us at: vacancies@thealbany.org.uk.



the Albany



The Albany, Douglas Way, SE8 4AG
The Albany is a registered charity number 1112521



@TheAlbanySE8 | www.thealbany.org.uk

phf Paul Hamlyn
Foundation



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**ARTS COUNCIL
ENGLAND**

