



TECHNICAL MANAGER

APRIL 2019

ALEXANDRAPALACE, ALEXANDRAPALACEWAY, LONDON, N22 7AY - 02 0 8 36 5 2121 - ALEXANDRAPALACE.COM
ALEXANDRA PARK AND PALACE CHARITABLE TRUST IS A REGISTERED CHARITY - CHARITY REGISTRATION NUMBER: 281991



ABOUT ALEXANDRA PARK AND PALACE

Alexandra Park and Palace is a major heritage and cultural destination located in north London. It is a rare survivor of the great Victorian age of entrepreneurship, exhibition and spectacle, it is now known for its panoramic views of the city, diverse entertainment programme and as the birthplace of BBC Television in 1936, yet its history is broader, richer and deeper. The Palace is 7.5 acres in size and is surrounded by 196 acres of award winning parkland and together they receive over 3 million visits per year.

The Park and Palace exist for the enjoyment of the public forever. Alexandra Park and Palace Charitable Trust (APPCT) is responsible for the maintenance, restoration and repair of the Park and Palace. The Charity owns a trading subsidiary, Alexandra Palace Trading Limited (APTL), that delivers events, entertainment and leisure activities on the premises all year round, from live music concerts to health and wellbeing exhibitions.

ABOUT THE VICTORIAN THEATRE

The story of Alexandra Palace Theatre is truly unique. Opened in 1875, the Theatre was a place of spectacle and delight where audiences of up to 3,000 people were entertained by pantomime, opera, drama and ballet. A feat of Victorian engineering, the impressive stage machinery was designed so that performers could appear, fly into the air and disappear through the stage. However it struggled to compete with the might of the West End and the Theatre went on to be used as a cinema, a chapel, and the home of music hall stars before a spell as a BBC prop store and workshop. For 80 years it has been closed to the public, a hidden gem perched high above the city.

The restoration process has breathed new life into a space that has been hidden for decades. Preserved in a beautiful state of arrested decay and frozen in time, the complex work has created a space that retains the charm and character of the theatre while being fit to host contemporary productions. In December 2018 the Theatre opened its doors to the public once again.

ROLE DESCRIPTION

The **Technical Manager** will plan, schedule and deliver event technical requirements for events across the site, primarily in the Theatre.

The ideal candidate will hold an IOSH qualification and IPAF license and have experience working in a Theatre and / or Venue in a similar role. Experience supervising a technical team and working with producers and artists to stage events is essential. Expertise of engineering with sound, AV and lighting is also required alongside extensive knowledge of all aspects of technical procedures in a multi-purpose role.

This is a full time, permanent role.

The salary is £33,320 - £37,022 pa dependent on experience

JOB TITLE	Technical Manager	
DEPARTMENT:	Events	
RESPONSIBLE TO	Head of Production and Technical	
RESPONSIBLE FOR	Supervision of casual Technical crew	
OVERALL JOB PURPOSE	To plan, schedule and deliver event technical requirements for events across the Alexandra Palace, primarily in the Victorian Theatre.	
KEY INTERNAL RELATIONSHIPS	House management team Event Managers Theatre Manager Theatre Sales Manager Facilities Team	
KEY DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Coordinating with all stakeholders to understand, advise and deliver the technical and production requirements of an event. This may include but is not limited to: <ul style="list-style-type: none"> - Acting as production lead where necessary in general communications and at production meetings - Providing specialist technical, production advice and recommendations - Giving advice relating to the venue Standard Operating Procedures. 2. Where agreed to be present throughout tenancy to <ul style="list-style-type: none"> - Act as the on-site point of contact for any production requirements - Responsible for ensuring productions are set in accordance with pre-agreed plans and returning to business as usual set if required - To react to any late request relating to technical and production requirements i.e. staging, seating, lights, PA and rigging 3. To be a member of the technical team required to provide a dedicated technical service on an event day as required (AV, Lighting, Sound) 4. To coordinate and manage the casual technical team as required for events and productions 5. To support the Head of Technical and Production in managing, servicing, storing and upkeep of all Alexandra Palace equipment that falls under the ownership of the production and Technical team 6. Act as Duty Manager on nominated events upholding standard operating procedures to deliver a safe and exemplary customer / visitor experience 	<p>30%</p> <p>20%</p> <p>20%</p> <p>10%</p> <p>10%</p> <p>10%</p>

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
	<p>EDUCATION / QUALIFICATIONS / MEMBERSHIPS</p>	
	<p>IOSH qualification</p>	<p>NEBOSH managing safely certificate</p>
	<p>IPAF license</p>	
	<p>AutoCAD or similar to exact information and edit technical plans and drawings.</p>	
	<p>EXPERIENCE</p>	
	<p>Experience working in a theatre and/or venue in a production/technical role</p>	<p>Experience of delivering the technical aspects of events, productions or festivals within a greenfield space</p>
	<p>Experience managing a technical team</p>	
	<p>Experience working with producers and artists to stage events, productions and festivals</p>	
	<p>Experience of working with events and production budgets</p>	
	<p>SKILLS / KNOWLEDGE</p>	
	<p>Expertise of engineering with Sound, AV and Lighting</p>	
	<p>Expertise of temporary power supply systems and rigging techniques</p>	
	<p>Excellent communication skills with the ability to liaise with a variety of stakeholders and understand technical needs and requirements</p>	
	<p>Excellent organisation and time management skills</p>	
	<p>Extensive knowledge of all aspects of technical procedures in a multi-purpose venue</p>	
	<p>Knowledge of relevant health and safety regulations</p>	

	Knowledge of CDM regulations Confident in Microsoft Office including work and excel Ability to work well under pressure	
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DIMENSIONS

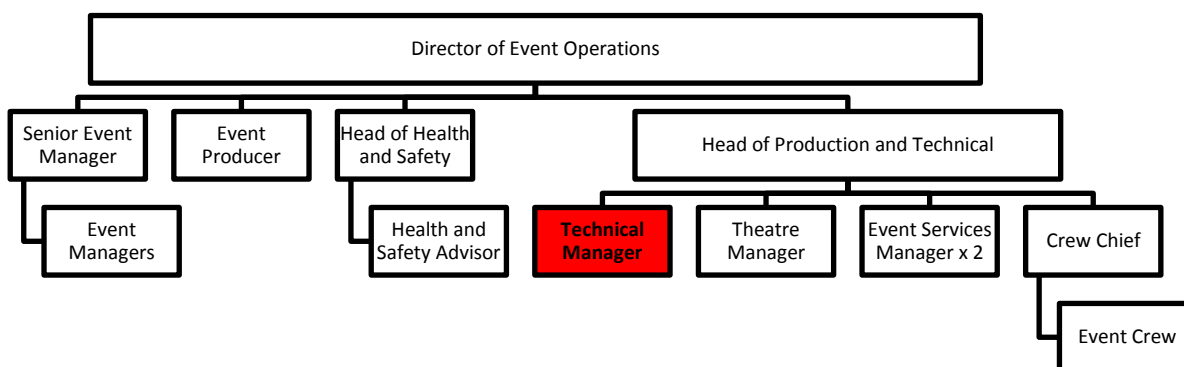
Financial responsibilities

Budget holder

People management responsibilities

Some supervision of casual Technical Crew whilst on duty

ORGANISATIONAL CHART



HOW TO APPLY

To apply for the role of **Technical Manager** please send your CV and a cover letter outlining how you meet the requirements of the role to recruitment@alexandrapalace.com

The deadline for applications is **9am Monday 29th April 2019**

Applicants should be available to interview between Thursday 16th and Friday 17th May.

Due to the volume of applications we are unable to offer feedback to those not shortlisted for interview

JOB APPLICANT PRIVACY NOTICE

As part of any recruitment process, Alexandra Palace collects and processes personal data relating to all job applicants. Alexandra Palace is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For further information please see our job applicant privacy notice on our website: <https://www.alexandrapalace.com/about-us/jobs/>