

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Lead Specialist Technician (L&T) - Live Performance: Production Manager

Salary: £41,454 - £49,534 pa

Hours/FTE: 35/1FTE

Contract Length: Permanent

Location: Merton Hall Road /Wimbledon

Grade: 5

College/Service: Technical Resources Camberwell Chelsea
Wimbledon

Accountable to Studio Manager – Acting and Performance

Purpose of Role:

To provide professional technical expertise, guidance and knowledge relating to live performance production management, supporting teaching, live performances, research and commercial activities in the Theatre, Enhanced Performance Spaces and Performance Studios at Wimbledon College of Arts.

To contribute to the delivery of technical support within the wider technical team, working as part of course teams to develop knowledge and encourage new ideas & approaches to learning and promoting a positive experience for students and staff.

To contribute critical input to student concept and expressive/creative intention, including giving feedback to students and contributing to student formative assessments, with reference to appropriate learning outcomes of the course or project.

To provide support for student learning through informal and formal training and instruction in view of developing proficiency in relevant platforms, tools and methods.

Duties and Responsibilities

- To contribute to planning, development, and delivery of learning & knowledge exchange activities to enhance student learning, liaising with the Technical Manager and Academic Staff for this purpose
- Working alongside the Acting and Performance Technical Manager to co-manage and contribute to production and pre-production activities for work in the Theatre, Enhanced Performance Spaces and Performance Studios (performances, academic and technical workshops, research and development, and events with external companies).
- To work with the Live Performance: Production Manager to create production schedules, to lead on technical rehearsals, and to supervise performances and technical rehearsals in the theatre as the resident stage manager
- To contribute to the delivery of technical provision and specialist knowledge of stage production management; theatre stage craft, multimedia performance, advising and supporting students in practical activities and safe use of equipment within the associated technical facilities.

- To supervise learning activities, providing expert guidance to enable students to identify, learn and test appropriate creative & expressive methods and processes to meet their learning outcomes. These will include working with technical equipment and associated technologies to support the planning and realisation of student Productions & Programme Projects
- To utilize working knowledge in theatre stage rigging, counterweight flying, hemp flying and set construction

Technical Delivery

- To provide student facing technical support for the Theatre, Enhanced Performance Spaces and Performance Studios, taking responsibility for the day-to-day operation and the staff that work within the area.
- To contribute to the delivery of technical provision and specialist knowledge of live performance production management; theatre stage craft, multimedia performance, advising and supporting students in practical activities and safe use of equipment within the associated technical facilities.
- To support the supervision of learning activities within the technical environment ensuring safe use and compliance with local rules and Health and Safety regulations. Providing expert guidance and advice to students, helping students to identify and supply appropriate techniques, processes, materials, resources and equipment to meet learning outcomes.
- To co-ordinate technical activities (which may include co-ordination of other technical staff) to enable the technical area to operate effectively (e.g. timetabling, online resource booking, Central Loan Store etc.). Co-ordinate allocated resources efficiently, ensuring continual availability of consumables and equipment. Collaborate with other staff across the disciplines as the role requires to support the development and delivery of teaching and learning.
- To undertake or arrange planned maintenance and repairs liaising with suppliers and contractors to meet statutory and recognised professional procedures and guidelines. Perform routine housekeeping activities to keep all work areas in a safe, orderly, and clean condition. Keep maintenance logs and records up-to-date.
- To assist in the planning, preparation, mounting and dismantling of students' productions and other public events.

Teaching and Learning Delivery

- To contribute with the design, production and development of appropriate teaching and learning materials to suit areas of specialist activity and service delivery.
- To be responsible for inducting new users into the facilities, providing training on all aspects of use including health and safety. Provide formal or informal sessions to users that may include one or more of the following – induction, demonstration, instruction with a process/technique, coaching with the development and proficiency of skills, techniques and process.

Development

- Contribute, as a member of the technical team, with the planning and development of the area including the identification of learning needs, implementation of learning outcomes, research and commercial activities.
- Through continuous personal and professional development maintain a keen interest in technical developments that are relevant to the technical support of the academic programmes.

In addition to the above, the post-holder will:

- Perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- Undertake health and safety duties and responsibilities appropriate to the role
- Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- Personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto
- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

Acting and Performance Studio Manager, Lead Specialist and Specialist technicians, Programme Directors and Academic Staff

Specific Management Responsibilities

Budgets: Management of devolved

students' projects and production

budgets

Staff: Day to day supervision of technical staff to see students' projects are delivered as planned

Other (e.g. accommodation; equipment): equipment and immediate learning environment/ facility / area etc.

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Qualifications/Knowledge and Experience

- Undergraduate degree in a relevant subject, or considerable relevant experience in a similar professional technical role.
- Postgraduate degree in Design or associated discipline (desirable).
- PG Cert in Academic Practice in Art, Design & Communication (Desirable)
- Project Management qualification (desirable)
- Health and Safety qualification, such as IOSH (desirable)
- Knowledge of health and safety regulation and experience in risk assessment method statement and its implementation (essential)
- High level of knowledge and professional experience in at least one area of technical theatre/live performance, e.g. lighting, sound, projection, video, etc. (Essential)
- CAD drawing skills and experience (essential)
- Working knowledge of technical theatre processes, including theatre lighting, sound and AV systems (Essential).
- Practical knowledge and professional experience in stage craft, construction and rigging and flying scenery (Essential)
- Working knowledge of Qlab or equivalent show control (desirable).
- Working knowledge of lighting desks and digital sound desks (desirable)
- Experience of teaching and/or demonstrating techniques related to communicating set design elements, live performance space etiquette, risk assessment (Essential)
- Proven experience of delivering technical expertise to similar academic programme(s) or in professional theatre (essential)
- Able to demonstrate a level of experience that contributes to knowledge exchange and measurable developments within the area of specialism (essential)

Communication and Service Delivery

- Uses appropriate levels of IT skills to enable best use of available information and communications as necessary for the post, such as AutoCad, Vektorworks, Sketchup, MS Office, ~~Ern~~ Intranet, Collaborate, Panopto
- Ability to communicate effectively orally, in writing and/or using visual media. Able to explain complex technical concepts to a diverse audience in an inclusive and accessible way.
- Ability to pass on accurate information promptly to the most appropriate people to keep them up to date and improve working practices.
- Ability to co-ordinate own effort with that of others so the work is completed effectively in line with team objectives.
- Ability to maintain accurate and up to date knowledge of services available in own and related areas of work, ensuring that the experience of each customer is positive and satisfactory.
- Ability to contribute to the adaptation of services and systems to meet customers' needs and helps to identify ways of improving standards.
- Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
- Applies own research to develop learning and assessment practice
- Contributes to advancing professional practice/research or scholarly activity in own area of specialism

Managing Resources

- Experience of working as a member of a team, providing support, assistance and cover where needed.
- Motivates and leads a team effectively, setting clear objectives to manage performance
- Works collaboratively in a team and where appropriate across or with different professional groups
- Plans, prioritises and manages resources effectively to achieve long term objectives
- Experience of inducting new staff, acting as a “buddy”/coach.
- Builds and maintains positive relationships with students or customers
- Ability to create realistic plans to help effectively manage own workload and prioritisation of work to meet deadlines and achieve personal and team objectives.
- Suggests practical solutions to new or unique problems

PERSON SPECIFICATION
Problem Solving
<ul style="list-style-type: none">• Experience of solving standard, predictable problems in accordance with procedures and precedent.• Experience of answering standard, predictable questions/queries from staff/students in accordance with procedures and precedent • Ability to establish basic facts by carrying out appropriate enquiries, identifying and using a range of sources and types of data to produce full and accurate reports and or accounts of situations
Work Environment and Care
<ul style="list-style-type: none">• Ability to carry out routines which require mastery of a range of skills or physical techniques, which require considerable concentration• Ability to undertake health and safety duties and responsibilities appropriate to the post• Commits to the University's Equal Opportunities Policy together with an understanding of how it operates within the responsibilities of the post
Teaching and Learning Related Support
<ul style="list-style-type: none">• Ability to provide introductory information to those who are new to the area (e.g. as part of a student induction programme)