

## Job Description

<b>Title:</b>	Senior Technical Manager
<b>Line Managed by:</b>	Chief Operating Officer
<b>Overall responsibility:</b>	Responsible for the strategic and operational delivery of all technical services, ensuring the safe, efficient, and innovative use of equipment, spaces, and staff.
<b>Areas of responsibility:</b>	Technical Manager Freelancers, contractors as required
<b>Salary:</b>	£38,000
<b>Contract:</b>	Full-time, 35 hours per week (evenings and weekends required around Event and Production times)
<b>Location:</b>	On-site, with flexibility as needed
<b>Holiday Entitlement:</b>	30 days paid holiday per annum, inclusive of eight Statutory Bank Holidays, increasing by one day for each year of service from 1st September up to a maximum of 35 days per annum.

## About National Centre for Circus Arts

The National Centre for Circus Arts is a registered charity and an independent Higher Education provider registered with the Office for Students, and is one of Europe's leading providers of circus arts training. For the past 30 years we have provided emerging and professional circus artists, directors and choreographers access to vital space and support to train, experiment and share ideas.

Our diverse range of work includes BA degree-level education in Circus Arts which is supported at either side by a structured training programme for under-18s and professional development opportunities for aspiring and established performers. Adults and young people can enjoy recreational classes and occasional performances. We also run highly regarded workshops, away days and team building events for the corporate community with high-profile corporate events and hires to further increase our revenue. Our national role increasingly sees us supporting and mentoring circus artists and organisations across the country as we seek to develop and mature our remarkable art form.

## Purpose of the Role

This senior role leads technical operations at the Centre, ensuring safe, efficient, and high-quality delivery across all activities. It includes managing both in-house and contract specialists, overseeing all rigging and production elements, and leading on technical health and safety. Key responsibilities include strategic planning, budget management, policy development, and cross-departmental collaboration.

## **Key Responsibilities**

- Provide vision and direction for the Technical Department, driving innovation and operational excellence.
- Work with the Chief Operating Officer and Head of Operations to plan for future infrastructure and technical needs.
- Represent the Technical Department in internal and external planning meetings, partnerships, and industry events.
- Work with the Head of Operations to liaise with professional consultants (e.g., engineers, architects, quantity surveyors) on rigging and lighting infrastructure projects, capital improvements, and the development of safe and efficient technical systems.

## **Studios and Operations**

- Lead continuous improvement and usage planning of six studio spaces across training, performance, and hire activity.
- Ensure studio setups are professional, compliant, and meet the diverse needs of users.
- Manage the technical stores, maintenance workshops, and logistics related to studio operations.
- Work with the Head of Operations and Chief Operating Officer to ensure building-wide technical and safety procedures are effectively managed. This includes supporting the creation and routine review of organisational risk assessments across relevant areas, and ensuring accurate record-keeping in collaboration with the Head of Operations.

## **Technical Equipment and Infrastructure**

- Oversee the full lifecycle of technical and circus equipment, ensuring compliance with manufacturers' specs, LOLER/PUWER, and internal protocols.
- Work with technical staff and freelancers to document inspections via Papertrail and maintain accurate testing logs.
- Working with the Head of Operations, manage the organisational asset register.
- Lead and approve equipment procurement, hire, and sales in line with budgetary and policy frameworks.
- Advise on rigging operations and approve plans related to equipment use, performer handling, and aerial installations.

## **Health & Safety**

- Champion a safety-first culture across the organisation and sit on the Health & Safety Committee.
- In collaboration with the Head of Operations, lead the creation and maintenance of risk assessments across all technical and building-wide activities — including COSHH, manual handling, slips/trips, electrical safety, and working at height.
- Develop and maintain method statements and internal policies aligned with best practice and regulatory requirements.
- Train and supervise technical staff in safety procedures; act as Fire Warden and First Aider (with training provided).

## **People Management & Administration**

- Line-manage the Technical Manager.
- Oversee recruitment, performance, and development of technical freelance teams.

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- Develop and manage departmental budgets and reporting; oversee procurement, purchasing, and reconciliation.
- Deliver technical inductions, seminars, or mentoring to students, staff and Open Training members
- Maintain up-to-date departmental policies and ensure team-wide compliance.

## **Productions and Events**

- Work closely with the Head of Degree and COO to lead the coordination and delivery of all technical aspects of productions, both on-site and externally.
- Liaise with visiting companies' production managers to assess the feasibility of designs, ensuring alignment with staffing levels, safety standards, technical capacity, and budgets.
- Deliver full technical inductions for visiting companies, reinforce safe working practices, and ensure compliance with National Centre's health and safety policy.
- Act as Production Manager for selected in-house or external productions as required.
- Represent technical interests in internal and external production planning meetings, ensuring timelines, equipment, and technical requirements are clearly defined and met.

## **Other Responsibilities**

- Attend a range of internal and external meetings as required.
- Participate in CPD and training opportunities to maintain sector knowledge.
- Demonstrate a commitment to health & safety and its practical application in all areas of work and encourage a culture of responsibility for H&S throughout the organisation.
- Promote a commitment to the National Centre's Equal Opportunities & Diversity policy, Disability & Reasonable Adjustments commitment and Code of Conduct, along with all other policies that contribute to the operating values and ethos of the organisation as determined in its mission statement.

Such other duties (commensurate with the role) may be reasonably required from time to time.

## **Person Specification**

### **Experience**

- Experience in budget management and contracting.
- Experience with Technical Standards and applying them to a venue,
- Significant professional experience in a senior technical or production role within theatre, circus, live performance, or related settings.
- Demonstrable experience managing teams, technical equipment, and health & safety protocols.
- Working with senior management in an arts organisation or similar.
- Experience working with production managers, external contractors, and consultants
- Experience of overseeing large-scale events or productions, ideally including education or multi-use arts spaces.

### **Skills**

- Strong knowledge of rigging, lifting operations, and working at height in line with LOLER and PUWER regulations.
- Excellent understanding of temporary electrical systems, DMX control, lighting, AV, and sound.
- Skilled in IT and industry-standard software including Microsoft Office, AutoCAD and QLab.
- Strong communication, leadership and project management skills, with the ability to mentor others.

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- Able to create and manage risk assessments, budgets, schedules, and equipment registers.

## **Personal Attributes**

- A hands-on and positive team leader with a proactive, solution-focused mindset.
- Committed to safe working practices and professional development.
- Strong organisational and planning skills with an eye for detail.
- An understanding of and commitment to equal opportunities and inclusive practice.
- Interest in the circus arts, performance, or education sectors.

## **Qualifications**

We are interested in candidates who may have professional qualifications in leading technical and production areas, such as ABTT Gold, IOSH/NEBOSH or equivalent experience. However, we encourage applicants not to see that as a barrier to applying for this role.

We are committed to building a diverse and inclusive workforce. If you're excited about this role but your experience doesn't perfectly align with every qualification in the job description, we encourage you to apply anyway — you may be the right candidate for this or other roles.