



## **Technical Operations Manager**

Hi there,

Bedlam Theatre is one of the best known and most respected venues at the Edinburgh Fringe Festival. Because of this, each year we have a duty to ensure that our shows are performed to the highest possible standard - making the Technical Operations Manager's role essential to the successful running of the theatre. Every show at the venue will have unique technical requirements from Rig Plans to set pieces. The Technical Operations Manager is responsible for making sure that everything required from a show is feasible within our venue and that it functions properly.

Additionally this person will be responsible for running the setup of technical equipment throughout the venue in the run-up to fringe including front of house speakers as well as a communal lighting rig for all the shows. The Technical Operations Manager will be the first point of contact for all shows with regards to their technical needs and will be responsible for making sure the venue accommodates the shows' requirements within reason. They will also be responsible for scheduling and supervising all shows' tech runs. This individual will also oversee the hiring and training of their technical team for the festival who will help the Director in their duties as well as work regular technical shifts throughout the festival. This individual will also be responsible for ensure the venue complies with health and safety legislation.

The successful applicant will receive an honorarium payment for their work, and gain unparalleled experience for there future employment. If you are interested in the role, please email [info@bedlamfringe.co.uk](mailto:info@bedlamfringe.co.uk) with your CV and covering letter by the 23rd of April. Below is a more detailed list of the duties and requirements of Bedlam's Technical Operations Manager.

I look forward to hearing from you.

Conor Marlborough



## MAIN DUTIES AND RESPONSIBILITIES

1. Ensuring that all the electrical equipment contained within the building is properly maintained and safety tested
2. Liaising with the shows to discuss any technical and staging requirements, acting as their sole point of contact for all technical matters
3. Creating team/show procedures for all aspects of tech, set and health and safety
4. Being on call during the Fringe in the event of any technical emergencies
5. Making charge of any basic technical / maintenance repairs
6. Overseeing the purchasing of any necessary equipment/consumables relating to the maintenance of technical equipment within agreed limits
7. Liaising with the University of Edinburgh and EUSA to arrange any technical maintenance when necessary
8. Overseeing legal/health and safety requirements relating to the running of a Fringe venue
9. Duty managing the Bedlam venue during the Fringe, including being in charge of health and safety for the building and helping to deal with customer queries
10. Managing any projects relating to technical improvements, as agreed with the Venue Manager
11. Helping to prepare all areas of the theatre for the run up to Fringe, including building/decorating projects and general housekeeping tasks
12. Hiring and training their assistant as well as the onsite technical team. Additionally crafting the shift schedules and day-to-day procedures of the on-site technicians.
13. Re-skin and repair the stage space

## SKILLS YOU NEED TO HAVE



- A very positive attitude towards Bedlam and a strong desire to work for us and to help support future developments to reach consistent standards of excellence
- A dedication to delivering a genuinely world class festival experience
- A strong commitment to furthering the experiences of the entire team and a desire to make a positive contribution to the festival as a whole
- An ability to lead and motivate a team of individuals as Duty Manager
- Experience to be able to organise and train the Technical Team.
- Broad, current knowledge of all aspects of technical theatre
- Knowledge of maintenance and technical repair of technical theatre equipment
- Ability to plan and prioritise with attention to detail
- Ability to integrate and operate well in a team environment
- Sensitive approach to handling confidential information
- Awareness of the Health and Safety guidelines and the licensing legislation pertaining to the safe and legal running of a festival venue with regards to electrical equipment and fixtures
- Prepared to coordinate the needs of visiting companies with regards to technical requirement
- The ability to build and maintain good working relationships. Good communication and interpersonal skills
- A demonstrable ability to cope with potentially stressful situations with a mature and calm disposition at all times
- The ability to think on your feet and make quick decisions when necessary XVI. A willingness to learn new skills as required and undertake appropriate training
- Flexibility in terms of hours worked/shift patterns

Please email your CV and covering letter to [info@bedlamfringe.co.uk](mailto:info@bedlamfringe.co.uk). Applications close on April 23rd.

