



Role: Technical Manager

Reports to: Operations Director

Direct Relationships: Artistic Director, Managing Director, Operations team, Programming team, Venue Operators, Key Stakeholders, Technical Suppliers

Direct Reports: Head of Sound, Head of Lighting, Head of Stage, Production Managers, Venue Managers, Technical Staff, Production Freelancers

Assembly Festival sets the standard for theatre, comedy and entertainment on the Edinburgh Festival Fringe, by presenting high calibre work in temporary theatre spaces including the magnificent Assembly Hall, Assembly Roxy, Assembly Rooms, George Square Gardens and surrounding spaces and Assembly Checkpoint. 2019 will be Assembly Festival's 39th year on the Fringe and we will create a magnificent programme of over 200 shows in comedy, theatre, dance and music drawn from all over the world. Assembly Festival's Technical Manager will work as part of the senior Management Team, to support the companies presenting their shows within our venues and support the Programming team in the delivery of the Festival presentation. The role will lead the Technical Management team and the 100 technical staff and be responsible for the set-up, management and implementation of Assembly Festival venues and supporting areas.

Key responsibilities include:

- Lead the technical management team in running the technical department and delivering a high standard of technical support to visiting companies.
- Manage the technical budget within the guidelines of Assembly's financial policy.
- Work with the heads of department to ensure that Assembly is suitably staffed and manage all aspects of staff contracting as required for Assembly to ensure that we deliver the high standard of support we are known for within the industry, within budget.
- Lead the Production Managers, ensuring they are given the necessary tools in order to efficiently manage their venues within budget, to the high standard people have come to expect from Assembly.
- Ensure clear communication with staff regarding all aspects of their employment with Assembly.
- Liaise with the 200+ visiting companies with regards their technical requirements ensuring the most appropriate use of Assembly's technical rigs, staff and venues.
- Liaise with the Programming team ensuring clear communication with any relevant information to visiting companies.
- Work alongside the Heads of Stage, Lighting and Sound to provide accurate, show quotes using our quoting database, for visiting companies
- Liaison with technical suppliers ensuring that appropriate equipment is sourced, delivered, managed and returned on time, within budget where required.
- Manage Assembly's asset software to ensure it is up to date and all equipment is tracked and accounted for at all times.
- Organise and co-ordinate Production meetings as required throughout the contracted period.
- Ensure daily show reports and venue reports are produced and circulated to the Festival Management team.
- Attend Senior Management Meetings (in person or over Skype) as required.
- Provide a detailed end of festival report.

This role presents an opportunity for an exciting, intense and thoroughly rewarding experience and is for someone who really relishes a challenge. The successful candidate will have:

- At least 5 years experience in a similar role within the theatre or events industry
- A good understanding of electrical principles
- A fundamental understanding of truss construction and rigging practices
- Extensive experience of UK venues and theatrical regulations
- Experience dealing with local Councils and stakeholders
- Experience working with companies within the dance/theatre/music/comedy genres
- Ability to use computer drawing packages (AutoCAD or Vectorworks)
- The ability to communicate well with others
- A strong sense of leadership with the ability to organise teams of technicians
- An organised yet flexible approach to tasks and calm under pressure
- Demonstrable ability to work as part of a team and under your own initiative
- Ability to be creative and resourceful in problem solving
- Proven ability to work within allocated budgets
- Awareness and experience of UK Health and Safety legislation

Dates: 4th March 2019 – 23rd June 2019 – location as agreed
24th June 2019 – 8th September 2019 – Edinburgh based
9th September – date and location to be agreed

The initial period of the contract, until Edinburgh based, will be considered to be operated under flexible full time working hours and can be completed either in the London office, Edinburgh office or elsewhere as agreed.

Shared accommodation will also be provided in Edinburgh between 24th June and 8th September 2019 as part of the contract.

Salary to be agreed and will be dependent on experience.