

# OSO ARTS CENTRE - BARNES, LONDON SW13

## Technical and Duty Manager

Many thanks for your interest in this exciting role at the OSO Arts Centre in Barnes, SW London.

### **The OSO Arts Centre**

Located in an idyllic setting on Barnes Green, the OSO offers a multi-disciplinary programme of arts and cultural events with the main focus on professional theatre and music. The venue is highly flexible, comprising three performance studios that can open into one large auditorium space, giving a maximum venue capacity of 140, as well as a lively café / bar area. Last year we welcomed over 7,000 people to some 200 events.

A registered charity, the OSO is guided by a board of trustees. The trustees appoint a General Manager who has overall operational responsibility for the venue, supported by our Artistic Director, Technical and Duty Manager, Marketing Manager and an operations team. An excellent team of local volunteers supports the activities of the OSO.

The OSO has benefited from a major redevelopment upgrade including improvements to both our theatre infrastructure and cafe/bar area, all of which enable us to provide high-quality shows and audience / visitor experience.

### **Broad description of the role**

The main responsibility of the role is running the technical and infrastructure operations of the theatre. This includes both hands-on technical work, and administrative work in liaising with shows in advance.

Additionally, the role includes scheduled duty manager responsibilities including managing the front of house team

### **Required skills**

This role will suit someone with practical backstage experience in working on theatre productions or at a performance venue.

You will have a working knowledge of theatrical lighting, sound & audio-visual systems. You will be familiar with safe practices surrounding rigging, ladder work, electrical & fire safety.

In supporting our visiting theatre companies, you will have good problem-solving skills and a proactive attitude towards helping others. You will have a passion for the arts, and a creative eye for technical design.

You will be organized, work well in a close-knit team including managing staff -both full time and casual- and volunteers and have excellent communication skills.

If you wish to apply for the role, please send your CV with a covering letter to the General Manager, Lisa Ross, to: [lisa@osoarts.org.uk](mailto:lisa@osoarts.org.uk) . We plan to proceed quickly and carry out interviews in February.

We will consider full time and job share applications

**Lisa Ross**

OSO General Manager  
OSO Arts Centre, 49 Station Rd, Barnes, SW13 0LF

# Technical and Duty Manager Job Description

## AREAS OF RESPONSIBILITY

### 1. Technical

Responsible for all technical aspects of the venue that relate to performance events. Oversee the maintenance of technical equipment and advise shows on technical matters and equipment use. In particular:

- Overseeing get-ins / get-outs and assist in any production-related technical matters that may arise
- Maintaining the lighting and sound infrastructure, identifying and fixing any technical issues. Keep a tidy and well-organised backstage area and technical store
- Overseeing the use of the technical desk and the safe setup of technical equipment by third parties. Training staff or visiting technicians in these areas as appropriate
- Rigging, plotting & operating for productions produced in-house, or where an in-house designer and/or operator is required
- Advising what equipment the Arts Centre needs to acquire for future development

### 2. Venue Infrastructure

- Responsible for regular maintenance and fault fixing for all aspects of the building infrastructure such as doors, air conditioning utilizing qualified subcontractors as required
- Maintaining a "wish list" of technology and other equipment that would enhance the theatre experience including possible suppliers

### 3. Communications

Responsible for liaising with incoming productions on technical arrangements, in advance of their get-in. Ensuring that the OSO's technical documentation is kept up-to-date.

### 4. Management Team Member

Rostered Manager on duty, including overseeing the café, bar or theatre front of house, handling enquiries and ticket sales. and ensuring that the performers have everything that they need.

More generally, alongside the specific responsibilities mentioned above, the successful applicant will work as part of the management team together with the OSO General Manager, Artistic Director and Marketing Manager to ensure that the OSO runs successfully day-to-day. This may manifest itself in various ways, e.g setting up the venue for events, general IT support, training staff or producing documents. As part of a small team, the successful applicant will demonstrate a 'can-do' attitude, being prepared to 'muck-in' where necessary to ensure the OSO's smooth running at all times.

## SKILLS AND EXPERIENCE REQUIRED

- Ability to work both in a team and individually
- A positive and dynamic attitude at all times, with a high degree of self-motivation
- Ability to work to deadlines and to plan and time-manage work commitments
- Experience in the rigging, maintenance and operation of technical theatre equipment, ensuring that all technical work is conducted in a safe and properly risk-assessed manner
- Theatre-specific software skills, ideally including knowledge of QLab (video and sound), ETC Eos, Zero88 systems, Behringer X32 mixing desk
- Good communication skills

**KEY TERMS:**

Contract type: Permanent Full Time Contract (40 hours per week). Job Share (20 hours per week) will be considered. Starting salary: £22,000 to £26,000 per annum FTE depending upon experience.

Hours of Work: flexible to include evening and weekend work as required by the OSO's schedule of events.

Annual Leave Entitlement: 20 days, excluding Bank Holidays.