

Job Description

Cinemas Technical Manager

Position:	Cinemas Technical Manager
Position reports to:	Cinemas Programme Manager
Position responsible for:	Cinema Technicians.
Salary:	£26,000.
Hours:	40 hours per week including some evening, weekend and early morning work Note: we will consider the possibility of the role being delivered 0.8 FTE
Contract:	Full time or 0.8 FTE, permanent.
Holidays:	25 days per annum plus Bank holidays (rising by one day per year of service to a maximum of 30 days)
Benefits:	NEST Workplace Pension
Probation:	3 Months
Deadline:	10am, Tue 3 Apr
Interview date:	Week commencing 9 Apr 2018

About Rich Mix

Rich Mix is East London's independent arts centre, located in Tower Hamlets, by Shoreditch High Street Station.

We're a charity and social enterprise that offers live music, film, dance, theatre, comedy, spoken word and a range of creative activities for people of all ages and all cultures.

All profits go back to support its education, arts and community activities, which nurture new and local talent. Rich Mix's goal is to deliver a world-class artistic programme that reflects, and is accessible to the diverse communities who live in East London.

The building houses five floors with three cinema screens showing mainstream and independent films, three performance spaces, as well as two gallery spaces.

Purpose of the Role

The purpose of the Cinemas Technical Manager role is to:

- Be responsible and accountable for the effective management of the technical operation of the Rich Mix cinemas ensuring that operational and technical standards are met or exceeded.
- Plan, manage and review technical contracts and services with the Cinemas Programme Manager.
- Manage, support and rota the Cinemas Technical Team.
- Work with clients and partners to plan, manage and deliver events.

Key Responsibilities:

Management and Coordination:

- To champion, implement and sustain technical and operations standards, company policies and procedures and initiatives, and to ensure that these are communicated effectively to all employees within the Cinemas Technical department as well as to external contractors working within the cinema.
- To lead the Cinema Technical Team in delivering high quality presentation of cinema content, private hires, and events, and to deliver that quality through the implementation of standardised operating processes aimed at achieving the highest standards for sound and image.
- To plan, manage and implement a maintenance programme for cinemas in order to guarantee consistent high performance standards, and in order to prevent show losses.
- To maximise the performance of all technical employees through effective training and performance management, and to lead by example.
- To acquire, develop and share new skills and approaches to delivering a high quality service.
- To lead on and supervise the Cinema Technical Teams work patterns, and set and confirm rotas.
- To recruit, induct and evaluate new cinemas technical staff.
- To support profitability of the cinemas operation by monitoring and controlling departmental costs.
- To support the operational and events teams in managing all internal and external events/hires within the cinema.
- To liaise directly with internal teams on the planning, management and delivery of events.
- Keep up-to-date with changes and developments within the industry; implement processes and upgrades to enable Rich Mix to remain competitive.
- Be responsible for the management of AC/heating operation and levels in the cinemas in conjunction with the Building Manager.
- To be an ambassador for Rich Mix.

Technical Delivery:

- Take responsibility for the maintenance, operation and care of all critical and non-critical lighting in cinemas.
- To be responsible for technical delivery of film presentation and live events in the cinema screens.
- To source and contract specialist technical support and equipment as required.
- To liaise with external technical and operational support, i.e. Arts Alliance, in order to maintain technical standards in the cinemas.
- To maintain the safety of customers and employees by complying with Rich Mix Standards, Health & Safety and environment legislation relevant to their department and meeting all other statutory requirements.

Person Specification

- At least three years working knowledge of digital cinema projection or relevant technical environment with demonstrable high proficiency levels.
- Knowledge of how to make up/run/breakdown 35mm prints.
- Experience of managing cinema/technical staff.

- Working knowledge and experience in lighting systems, masking and tabs.
- Proven knowledge of IT skills.
- Working knowledge of electrical systems and first line maintenance.
- Experience of working with corporate clients.
- Strong organisational, operational and management skills.
- Excellent communication skills both oral and written, including report writing skills.
- Ability to act responsibly under pressure and prioritise tasks effectively.
- Proven ability to manage budgets.
- Able to demonstrate effectiveness in identifying problems, seeking relevant data, recognising important information and diagnosing possible causes.
- Resilient, able to maintain consistent performance under pressure and to make controlled responses in a stressful situation.
- Demonstrable commitment to the principles of diversity and inclusion and its practical application and integration in the work environment.

Rich Mix is developing all the time and the nature of roles and responsibilities is likely to change. The responsibilities and specifications within the job description are not exhaustive and duties may need to be added or withdrawn according to Rich Mix's ongoing needs, which will be discussed with the job holder accordingly. If significant changes are identified by the job holder, these should be raised with the line manager.

How to Apply

Please send your CV, which should include the names of two referees, with a covering letter (max 2 pages of A4) explaining how you meet the requirements of the role and the person specification, to **Lucy Knight**, Executive Coordinator, at recruitment@richmix.org.uk. Please ensure you include **Application: Cinemas Technical Manager** in the subject heading of your email.

For further information or if you have any questions please contact Lucy Knight, 020 7613 7497 or lucy.knight@richmix.org.uk