



TECHNICAL MANAGER JOB DESCRIPTION & PERSON SPECIFICATION VIOLA'S ROOM

Responsible to: Senior Producer & Deputy General Manager (Production Manager through production technical periods as appropriate)

Key relationships: Front of House and Operations Team, General Management Team, Creative Team, FOH / Operations Team, Buildings Team and Producers.

Fee: Up to £900 per week depending on experience

Contract: Fixed Term full-time from 22nd October 2024 to 10th January 2024.

Deadline for applications: Sunday 6th October 2024

How to apply: Complete the application form [here](#) including your CV and cover letter.

If you have any questions or are experiencing any difficulties with the application process, please contact workwithus@punchdrunk.com.

OUR HISTORY

Founded in 2000 by Felix Barrett MBE, Punchdrunk is widely recognised as the “pioneer of the ‘immersive theatre’ phenomenon” (The Telegraph). The company is best known for their mask shows, a form of theatre in which roaming audiences experience epic storytelling inside singular, sensory worlds. These productions have been cited amongst the 40 creative moments that changed culture (Creative Review) and currently play across three continents: Sleep No More, New York has been running since 2011; Sleep No More, Shanghai (2016 - present) is the longest-running international show in China; and The Burnt City, London has welcomed over 200,000 audiences since it opened in March 2022. In March 2024, Punchdrunk announced their latest project, Viola's Room, opening in London in May 2024.

Alongside these landmark theatrical productions, Punchdrunk has taken its ground-breaking approach to live experiences and created cross-cultural collaborations in music, tech, fashion and TV - from projects with Rihanna to Jack White, Louis Vuitton to Alexander McQueen, and from Samsung to Brad Pitt's Plan B Studios. The company was listed amongst the 50 most influential artists of the last 50 years (Sky Arts, 2022) alongside David Bowie, Sir Steve McQueen and Vivienne Westwood.

Previous projects include: The Third Day (BAFTA-nominated TV series starring Jude Law and Naomie Harris with HBO and Sky Studios), Believe Your Eyes (with Samsung, 58th Venice Biennale, 837, ArtBasel and Cannes 2016), ANTI diary (with Rihanna and Roc Nation), The Drowned Man: A Hollywood Fable (with the National Theatre), The Crash of the Elysium (Manchester International Festival), The Duchess of Malfi (with ENO), Sleep No More (with the American Repertory Theatre), It Felt Like A Kiss (with Adam Curtis and Damon Albarn, Manchester International Festival), Tunnel 228 (in collaboration with The Old Vic), The Masque of the Red Death (with Battersea Arts Centre), and Faust (in collaboration with the National Theatre).

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THE ROLE

The Technical Manager will lead a team of technicians and a Design Maintenance Manager to ensure that the production and ancillary areas the production occupies, such as the bar and theatrical elements of the FOH areas are presented and maintained at the highest possible standards.

They will be responsible for scheduling the technical team, reacting to and reporting on any technical or maintenance issues and implementing show running related processes and procedures as well as playing an active part within the show running needs.

They will be customer facing at times due to the nature of the production and will work collaboratively with the FOH and Operational teams.

They will be part of the Punchdrunk Production team in our home in Woolwich which will require them to expand their reach and support other areas activities in the venue where possible, which will be thoroughly supported by the Production Team

TECHNICAL SHOW OVERVIEW

Viola's Room is a groundbreaking new show developed and produced by Punchdrunk.

The Technical Manager will be in charge of making sure that all production aspects of the show are well maintained and operate correctly - this includes the set, dressing, and technical aspects.

We are looking for a strong communicator and team player with great problem-solving skills.

The Technical Manager will be responsible for the smooth technical running of a pulsed-entry show, with audiences entering the show in intervals which will make for a technically challenging set up. They will be in charge not only for the technical elements of the show but management and training of a team of technicians that will maintain and run the production.

We are looking for an individual who can juggle the possible challenges of an Audio system that has been tailor made for a walk through experience, which is able to sync up to other show control elements, such as Lighting and Automation.

The lighting installation is mainly practical based, with few traditional theatre lighting sources. All running on EOS and triggered via LTC timecode. The ideal candidate will have experience in the field of integrated lighting installations.

The design is true to Punchdrunk's roots with "touch real" and sensory at the heart of the design, which is likely to need an amount of physical maintenance / support.

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JOB DESCRIPTION | RESPONSIBILITIES INCLUDE:

- Line Managing and scheduling a team of technicians, deputy technical manager, freelance deps and the design maintenance manager with their assistants.
- Lead, manage and report on technical and design preventative and reactive maintenance with the support of the Production Coordinator, Design Assistant and Production Manager.
- Actively take part in a technical show role for each show, comprising of a Show Control Operator, Headphone Technician and Technical Runner.
- Ensuring the design and technical reset is completed at the end of each day to a high standard.
- Leading on any technical issues, ensuring comprehensive fault finding procedures are outlined and adhered to.
- Attend and/or Chair meetings as required by the Production or General Manager, such as H&S and Operation meetings.
- In conjunction with the Show Duty Manager and inline with predetermined procedures, be responsible for show critical decision making, such as show stops, resets, evacuations etc.
- Enforce and take ownership of H&S policies as outlined by the Production Manager and H&S advisor and report and respond to all H&S incidents.
- As part of the reset, and in conjunction with the Buildings Team ensure that the experience is cleaned to a high standard.
- Working collaboratively and closely with all departments, particularly the operations team, acknowledging that given the nature of this project, there are elements of hybrid and shared responsibilities required compared to traditional theatrical productions.
- Adhering to all budgets and following financial procedures as designated by the Producers and other relevant members of the team.
- Keeping show paperwork up to date, such as power on / off, setting checklists, maintenance rotas, troubleshooting guides etc.
- Any other responsibilities as reasonably required by a Technical Manager on a first class immersive production.
- Manage rotas, freelance cover and holiday requests and other relevant schedules for the Technical team
- Ensure show reports and other key paperwork for the documentation of the production are maintained to a high standard
- Documenting & bibling the show for future life with the assistance of the Deputy Technical Manager and the Production Manager.
- Regularly inform and report to the management team key updates about the show
- Cover the show floor technical positions
- Any other duties as necessary and reasonably required.

PERSON SPECIFICATION:

Essential

- Proven Head of Department experience in large scale technical theatre, with a strong background in lighting or sound and a basic understanding of network systems.
- Proficiency in budgeting, scheduling and staff management within a theatre production context.
- Strong communication skills to effectively collaborate with cross-functional teams, including producers, general management team, operational teams, directors and

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designers.

- Thorough knowledge of ETC Eos operating systems. With the ability to update cues and take the lead on lighting related issues and notes as directed by the lighting designer.
- Good Soldering skills.
- Experience with electronics / lighting systems and leading teams within these departments.
- Strong communication skills to effectively collaborate with cross-functional teams, including producers, operations team, directors and designers.
- Detail-oriented with excellent problem-solving abilities to address technical challenges in real time.
- Familiarity with industry-standard software and equipment related to lighting, sound and network configurations.
- Ability to work under pressure, meet deadlines and adapt to changing production requirements.
- Ability to lead, manage and motivate technical production teams effectively.
- Knowledge of safety regulations and protocols within the theatre and entertainment industry.
- Clear passion for delivering the best audience experience possible in a unique theatrical environment
- Passion for a technical management role in an untraditional setup and environment
- Solutions oriented mentality and desire to work collaboratively with the team.
- Experience overseeing departmental paperwork and administration.
- Familiarity with QLab.

Desirable

- Managed multiple battery operated devices and monitoring battery health over the course of a production, such as mics or IEM packs.
- Advanced network knowledge
- Previous experience on 'pulsed entry' shows.
- IOSH Managing Safely for Theatres.
- Experience with LTC timecode.

WORKING HOURS

- Full time. As reasonably required to deliver the role responsibilities.
- Evening and weekend working will be required.

ENGAGEMENT TERMS

- Contract: Fixed-term
- Place of Work: Punchdrunk's home in Woolwich
- Up to £900 per week, depending on experience
- Entitled to twenty (20) paid holiday days plus bank holidays for each year worked pro-rated as accrued. The holiday year runs from 1st April to 31st March annually.
- TOIL system available in place.



NOTES TO APPLICANTS

This is a guide to the nature of the work required. It is not wholly comprehensive and may be reviewed with the post holder and the line manager from time to time.

If you are called for an interview you will be required to sign Punchdrunk Non-Disclosure Agreement in advance of the meeting.

All applicants must be eligible to work within the UK.



HOW TO APPLY

To apply, please complete the application form [here](#), providing your CV and a brief statement (maximum 2 A4 sides) describing your suitability for the position and *specifically* how your experience matches the person specification.

If you have any questions or are experiencing any difficulties with the application process, please contact us at workwithus@punchdrunk.com.

Applicants should provide contact details for two references and we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up 1 reference for candidates progressing to a second interview, prior to making an offer.

As an Equal Opportunities Employer, Punchdrunk welcomes applications from all sectors of the community, regardless of gender, age, race, sexuality or disability and makes appointments based solely on ability to fulfill the duties of the post. Candidates who are shortlisted for an interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

RECRUITMENT TIMELINE

Deadline for applications: Sunday 6th October 2024

Interviews: **ASAP**

Contract commences: 22nd October 2024