

WATERSHED

Job Description

February 2022

Job title: Deputy Technical Resource Manager

Dear Applicant

Thank you for your interest in the above position. Please find below some information about the role and a job description including person specification and terms and conditions of employment. Please consider these carefully and decide whether you wish to apply.

Before you apply

Watershed's first value is ***Inclusive - We are people led.***
We listen to and engage with the broadest range of people.

The information below lays out some of the steps we are taking to create a more inclusive recruitment process. Many of these steps are new to us, so feedback and questions are very welcome.

You may not have worked in a cultural organisation before, or in an organisation like Watershed. Perhaps you have worked in a Technical team but in other non-cultural organisations which would be a very transferable context. If you are from a background that is underrepresented in the culture sector (for example you are from a community that experiences racism, or you are a disabled person (as defined by the Equalities Act in 2010), or you did not go to University or you had free school meals as a child), and you would like support to articulate how your experience is transferable to this role, please contact Kirsty Young kirsty.y@watershed.co.uk and we would be pleased to help you think this through.

We believe our work will be stronger with greater diversity and welcome applications from those who bring difference to our team. Watershed welcomes the whole person to work, and we understand that each of us bring our experiences, our backgrounds and our own unique lens to what we do. Supporting our staff means they are not appointed to represent specific groups or organisations.

Timeline

- The closing date for all applicants is: **5.00pm on Fri 11 March 2022.**
- We will contact all long-listed candidates by: **5pm on Tue 15 March 2022**
- In order to broaden the field of candidates, the Watershed team will aim to meet all candidates who meet the basic criteria for a short online interview on **Thu 17 or Fri 18 March 2022.** This will be an opportunity for you to ask us more about the role, and for us to hear more about your approach.
- We will then hold full interviews on **Wed 23 and Thu 24 March 2022.** Given the current circumstances, we will confirm closer to the time whether it would be possible to hold these interviews in person at Watershed.

Please DO NOT include your CV as it will not be considered. Please put all relevant information on your application form.

WATERSHED

Job Description

We are striving to understand more about who applies to work with us. We invite you to complete our anonymous equal opportunities monitoring form, which will not be shared with anyone involved in the recruitment process. Watershed will work with candidates to ensure their access needs are met during the interview process and will ensure access requirements do not factor in decision making. If Watershed sounds like somewhere you could work then please read the job description and application process below.

Thank you for your interest in this position

Ewan Dunford
Technical Resource Manager

WATERSHED

Job Description

Deputy Technical Resources Manager

Position: Deputy Technical Resources Manager

Grade: 2

Responsible to: Technical Resources Manager

Responsible for: Technical/Projection Team

Purpose of Job

Support and deputise for the Technical Resources Manager (TRM) in the effective delivery of technical services to meet the needs of Watershed's activities, principally in the cinemas and Waterside event spaces. This is a key operational role which requires excellent communication and co-operation with all key departments and external contacts. You will deputise for the TRM wherever appropriate whilst also working as a member of the team to deliver day-to-day operation.

Principal Responsibilities

- Effective operation of equipment to deliver events including the projection room and Waterside event spaces involving digital, 35mm and 16mm projection and data projection; audio systems, and IT equipment.
- Work closely with the TRM to plan operational technical delivery
- Anticipate and input into logistics of scheduling and planning of programmes
- Forward planning and scheduling of the technical team hours within agreed budgets
- Working with the TRM to manage and organise team development and training.
- Develop effective relationships with key personnel across all areas of Watershed
- Ensure all team members adopt safe working practices, conforming to all relevant Health and Safety legislation
- Support the TRM to manage and motivate team members and work as part of the Technical team
- Support the TRM and contribute to project management - plan, organise, and manage resources to bring about the successful technical delivery of the department
- Support the TRM with the maintenance and upkeep of all technical kit.

Key Performance Indicators

- Delivers effective technical services;
- Effective maintenance and upkeep of technical kit;
- Effectively supports the planning and scheduling of technical staff to ensure consistent programme delivery and smooth technical operation;
- Technical team are motivated, appropriately trained and equipped to effectively deliver organisational technical requirements.
- Internal communication channels are clear and open.
- Delivery of effective health and safety and safe working practices at all times;
- Ensures provision of high quality, good value services and work;

WATERSHED

Job Description

Key Performance Indicators

- Develops and manages effective relationships internally and externally;
- Supports the TRM to maintain a proficient and experienced team.

Person Specification

Skills & Experience

- Managerial experience in a relevant environment (essential)
- High level of technical skills specific to theatrical exhibition (from 35mm to DCP projection) (essential)
- High level of I.T. literacy and ability to develop new skills quickly (essential)
- Excellent communication skills, both verbal and written (essential)
- Excellent grasp of current Health & Safety legislation (essential)
- A proven awareness and interest in all technical aspects of the conference / event sector (essential)
- Highly organised, reliable and self-motivated (essential)
- Shows initiative and resolves problems without supervision (essential)
- Numerate / Financial: attention to detail and accuracy (essential)
- Working knowledge of digital mixing desks (essential)
- An understanding of the fundamentals of IP networking, including basic diagnostics, in order to use and support equipment across diverse internal networking (essential)
- Working knowledge of Adobe Premiere or similar video editing software (desirable)
- Understanding of DMX lighting controls (desirable)
- Working knowledge of Dante audio networking (desirable)
- Experience of cable assembly/ repair (e.g ethernet patch cables , BNC, XLR) (desirable)

Watershed Values

The Watershed brand is unique, trusted and respected and is driven by the following shared values which are clearly articulated. Ability to master and represent Watershed's Vision and Values is therefore important.

Watershed is:

Inclusive	We are people led. We listen to and engage with the broadest range of people.
Open and Honest	We provide a culture and environment that is trusting, trusted and trustworthy.
Make Things Happen	We approach opportunity and challenge creatively, collaboratively and with a can do attitude.
Entrepreneurial	We are inventive, try new ideas, experiment, learn and share.
Celebratory	We celebrate culture, creativity and wonder.

WATERSHED

Job Description

Additional information:

- The post-holder will be required to undertake such other comparable duties as may be required by the Head of Department.
- At full operation Watershed is open seven days a week, including Bank Holidays (Christmas Day and Boxing Day are the only exceptions). Watershed is a public building, which operates a diverse range of cultural and commercial activities. The post holder will need to be comfortable working in this environment.
- Watershed is a COVID-secure environment working to Government guidelines to ensure that the workplace is safe for our employees



Watershed is a Social Enterprise Mark holder. Social Enterprises are businesses whose products and services create both social and environmental benefits.