



## **JOB DESCRIPTION**

**ROLE TITLE:** Head of Automation (Show)

**CONTRACT TERM:** Permanent

**SALARY:** Competitive salary, depending on experience

**LOCATION:** ABBA Arena; 1 Pudding Mill Lane, London, E15 2RU

**REPORTING TO:** Deputy Technical Director (TD) - SHOW

**RESPONSIBLE FOR:** Automation department staff (employees and freelancers)

**HOURS:** Full-time

### **ROLE OVERVIEW:**

To effectively oversee the safe and consistent operation and maintenance of the all the automated show elements used within the production.

To ensure automated systems remain in good, safe working order compliant with relevant statutory regulations and industry best practice.

Preserve the ongoing, long term creative quality and artistic integrity of the production, striving to improve upon the excellence already in place, where possible.

To lead the automation team staff, providing strong and supportive leadership finding ways for personal and professional development.

### **ROLES AND RESPONSIBILITIES**

#### **REHEARSALS & SHOW OPERATIONS**

- Operate the automated systems for rehearsals and maintenance operations.
- Develop cue track documentation and ensure kept up to date.
- Coordinate automation and swing operator track rotation and scheduling to facilitate rehearsals.
- Coordinate automation and swing operator training.
- Work with Technical Director and stage management colleagues to evaluate risk and devise contingency procedures for use during shows and rehearsals.
- Ensure that the automation and technical teams respect the standards and regulations pertaining to the safe operation of automation equipment and apply safe working practices.
- Act as champion for ensuring all technical teams adhere to safety policies in particular relating to safe and proper use of fall arrest equipment.
- Participate in safety and emergency procedure scenario training.
- To operate the automated systems for shows, rehearsals and maintenance operations.
- Programme additional cues, moves and positions as required for show and project development.



## **MAINTENANCE**

- Thoroughly understand, to be able to operate and maintain all equipment within the domain of the automation department.
- Proactively strategise, manage and undertake the inspection and maintenance regime for the automation systems with the support of contractors where appropriate.
- Liaise with automation systems suppliers as required for inspection and maintenance purposes.
- Preserve the ongoing, long term “opening night” quality and artistic integrity of the production, striving to improve upon the excellence already in place where possible.
- Coordinate activities and supervise staff during setup, teardown, inspections and maintenance of automation equipment.
- Keep accurate, up-to-date and appropriate inspection and maintenance reports documenting, not exclusively, statutory compliance and works conducted.
- In collaboration with the Technical Director’s team- purchase new or replacement automation equipment in accordance with the company's acquisition policies, preparing long-term capital expenditure project forecasting as necessary.

## **LEADERSHIP**

- Provide strong leadership for the automation department technicians and deps, using the support of our People team to develop talent and encourage learning.
  - Delegate responsibilities and tasks to the Deputy Head of Automation and technicians as appropriate, ensuring proper follow-up and support.
  - Ensure regular and clear communication with the Technical Director’s team, other department heads, stage management, and artists.
  - Oversee the process of hiring new technicians, managing department budgets and capital expenditure forecasts.
  - Maintain, nurture and develop strong positive working relationships with all internal and external stakeholders, and all automation systems suppliers, vendors and partners.
  - Act as Technical Manager on Duty during public opening hours, in rotation with other senior technical managers.
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- To undertake safety, health, and technical training as required.
  - To report any OH&S hazards or concerns immediately.
  - To carry out all other duties as reasonably expected of a Head of Department, as requested by the Technical Director,



*Please note, this role will involve public holidays, working evenings and weekends. On occasion, this role may be required to work at other locations including, but not limited to our central London offices and other production sites.*

#### **ABOUT YOU:**

##### **Essential:**

- Extensive experience in large-scale theatrical and entertainment automation systems.
- Experience working on a production with an extended residency in one location.
- Experience leading small technical teams, of employees and freelancers.
- Strong interpersonal and leadership skills, be self motivated, highly organized and able to delegate.
- A calm and practical approach to technical troubleshooting.
- Strong knowledge of mechanical systems.
- Good knowledge of control, network, electrical systems.
- Knowledge of current health and safety guidelines and working practices.
- Understanding of entertainment rigging systems and procedures.
- A proactive attitude to implementing and maintaining OH&S procedures and standards related to automation systems.
- Ability to operate required hand and power tools as required by the position.
- Must be comfortable working at height and using access equipment.
- Strong written and verbal communication skills.
- Strong organisational and timekeeping skills.
- Proficient with IT software including Microsoft office, especially Excel and Word.

##### **DESIRABLE BUT NOT ESSENTIAL – possessing any of the following would be advantageous::**

- Strong all-round technical background.
- Experience touring medium- or large-scale entertainment productions.
- Welding certification an asset.
- Familiarity with AutoCAD an asset.
- Formal fall protection and rope access training an asset.
- First Aid at Work certificate an asset.
- IPAF 3A, 3B and 1B certification an asset.