

# Deputy Technical Manager

## Application Pack





## Welcome from Alexander Ferris Chief Executive & Creative Director

Hello

Thank you for your interest in ARC Stockton and for taking the time to look at this application pack. We hope it contains all the information you need to help you decide to apply.

ARC is such a warm, welcoming and dynamic place to work. As well as our weekly diverse programme of music, theatre, dance, comedy, visual art and spoken word, we are also home to Teesside's only independent cinema. Core to who we are as a venue is our commitment to our local community and artists who visit in their hundreds every week. We aim to be a creative hub that connects people and ideas and we have got some really exciting plans for the future.

It is a special time to be in the North East and Teesside in particular. Creativity and culture are included as key components of the growth strategies for the region and ARC has a vital leading role to play in supporting and developing the sector through its activities including the running of networks such as Tees Valley New Creatives and Tees Valley Creates: The Freelancers Network. We also have a national platform through our touring work and wider networks, such as Venues North.

We offer a flexible and supportive working environment and we are always keen to bring people with different experiences and backgrounds into the team. We are consistently working to inclusive and anti-racist objectives. We want to support all staff to fulfill their potential and enjoy a happy and healthy workplace.

If you would like to speak to a member of our friendly team then get in touch on [recruitment@arconline.co.uk](mailto:recruitment@arconline.co.uk) and we'll arrange a time for an informal chat.

We hope you decide to join us.

A handwritten signature in black ink, appearing to read 'A Ferris'.

Alexander Ferris  
Chief Executive & Creative Director



## About ARC

ARC is a charity that uses arts and cultural activity to support our local community.

We work locally, in Stockton and the Tees Valley, and nationally, through our leadership of networks and partnerships.

We have events and activities going on all year round for everyone. These include live performances, film screenings, workshops and classes. We are particularly keen that people who might feel that the arts isn't for them are able to take part.

Our work brings people together so we can all better understand and enjoy the world and experience new ideas.

We invite lots of different artists to spend time creating new work at ARC, working with local people, to make sure that what we present is relevant to Stockton.

We want to make a positive difference to our local community. We are always interested in working with new people.



# Activity at ARC



During 2024/25, ARC presented 120 professional performances, 34 community performances, 173 film screenings and live broadcasts, as well as delivering more than 943 workshops and classes. Audience figures exceeded 56,000, with c12,000 attendances at creative arts activities.

ARC supports artists to develop new theatre, dance and multidisciplinary performance works, presents high profile comedians and musicians, produces national tours of works created by associate artists and organisations, and is home to resident learning disabled theatre company Full Circle.

ARC's family offer includes the commissioning and programming of new performance work for 3-7 year olds throughout the year as well as a Christmas show for this age range.

ARC works with multiple strategic partners to deliver a diverse and high quality creative engagement programme and ARC's community-led programme makes an important contribution to the overall life of ARC. During 2024/25 we supported 34 community performances, featuring more than 1,000 young people performing and attracting audiences of c12,600. ARC's gallery programmes exhibitions that reflect the local community, while the cinema programming includes art-house, family and mainstream screenings.

ARCADE, ARC's performance artist network, consists of c100 active members from across the North of England. During 24/25 artists benefited from 2,200 hours of free space for R&D and rehearsals, and 150+ one-to-one surgery sessions. We continued to deliver Tees Valley New Creatives, a career starting programme of free support to help people completing further and higher education creative courses secure employment in the cultural industries and unlock new opportunities in their fields.



# Our Building



Spread over 5 floors, ARC is home to some of the most accessible and adaptable spaces in the region. Our building includes The Point, which is a 550 capacity flexible entertainment space regularly used for comedy and music, a 246 seat theatre, a 97 seat studio theatre, and a 131 seat digitally equipped cinema. In addition, there is a 100 square metre dance studio, a versatile workshop space, and an accessible gallery.

Alongside these spaces, we also have a bar and cafe area, as well as informal seating spaces that are regularly used by community groups, families and individuals. ARC's set up is flexible, and alongside our regular artistic programming and creative learning activity, our spaces can be adapted to host any type of function, from corporate hospitality to conferences, exhibitions and private screenings.

# Our Staff



ARC has 54 employees, 15 of these work on a full time basis, 13 part time and 26 work on flexible contracts. We also have a Board of 10 Trustees.

# Vision

We believe the world is a better place when people understand each other.

We recognise that the world is dominated by the stories, views and ideas of a very small group of people. ARC uses arts and cultural activity to support different people to share their stories and ensure they are heard.

This creates better connections across communities which support people to raise their aspirations, achieve their potential and enhance their experience of the world.

# Mission

ARC is an organisation working from its venue to enhance the wellbeing of the whole community of Stockton and the Tees Valley, through arts and creative activity, through widening opportunities to experience and participate in the arts, and through partnership with other organisations.





## Aims

1. To make an important contribution to the social and economic regeneration of Stockton and the Tees Valley
2. To present an outstanding creative programme that is contemporary and relevant to our communities
3. To increase the number and range of people engaging with ARC
4. To support and develop artists and creative practitioners to create excellent work relevant to our communities
5. To support and develop a cultural workforce to support our ambitions
6. To realise the creative potential of our local communities
7. To increase our financial and organisational resilience and ability to adapt to economic, environmental and societal change
8. To act as a catalyst for partnership and collaboration between public, private and voluntary sector organisations
9. To act as a national and international leader in organisational sustainability, sector development, artistic practice and social impact

# Job Description

Job Title:	Deputy Technical Manager
Contract Type:	Permanent
Salary:	£30,000
Hours:	Full time (40hrs)
Holiday Entitlement:	20 days per annum plus bank holidays
Based at:	ARC, Stockton Arts Centre
Reporting to:	Technical Manager

The Deputy Technical Manager is responsible for the day-to-day management and supervision of ARC's technical team, ensuring the effective delivery of all events, activities and technical operations across the organisation.

Working closely with the Technical Manager, the postholder will oversee the planning, deployment and performance of technical staff, ensuring that events and activities are appropriately staffed, resourced and delivered to the highest possible standards. The role will provide operational leadership to the team, supporting staff development, maintaining high levels of service and ensuring efficient and safe working practices.

In addition, the Deputy Technical Manager will support the management of ARC's building and technical infrastructure, including maintenance, health and safety compliance, building systems and contractor management, helping to ensure the venue remains safe, functional and fit for purpose.

The Deputy Technical Manager will also be required to act as one of ARC's designated Duty Managers.

# Key Duties

1. To ensure professional technical support is provided for all events and activities taking place at ARC.
2. To ensure all events and activities taking place comply with ARC's licensing and health and safety policies.
3. To support all users, including visiting companies, Associate Artists, tutors, practitioners and hirers to realise their artistic ambitions by providing technical advice and support.
4. To support the Technical Manager in managing and developing technical roles, as well as managing freelance, casual and volunteer staff as required and within agreed budgets.
5. To liaise with all users of the building in advance to establish their requirements, and ensure any necessary preparations are carried out.
6. To support the Technical Manager to manage all building systems and maintenance contracts.
7. To maintain the building and all plant and equipment in the best repair possible within the resources available.
8. To manage ARC's IT, telephone, radio, security and fire detection systems ensuring effective and efficient service is maintained at all times.
9. To maximise income from the use of ARC's facilities, equipment and staff for events both inside and outside ARC's building.
10. To manage budgets for technical and electrical supplies, ensuring efficient purchasing at all times.
11. To ensure ARC complies with all Health and Safety and other legal requirements relating to areas of activity within the Deputy Technical Manager's role, including liaison with statutory authorities.

# Key Duties

12. To work closely with the Catering Manager and Customer Services Manager to coordinate operational activity and ensure best use of resources.
13. To act as a designated Duty Manager on a regular basis, and as a project manager for specific activities where appropriate.
14. To act as a keyholder for ARC, responding to out of hours callouts as required.
15. To provide reports on activity for the Chief Executive, Board and other partners as required.
16. To act in accordance with ARC's policies, including its Health and Safety Policy, Safeguarding Policy and Equality Policy.
17. To undertake any training required by ARC.
18. To lead the department positively, act as a role model and contribute to the life of the organisation.
19. Any other duties as may be required as part of the Deputy Technical Manager's role.



# Person Specification



## Essential

1. A good level of technical skills in lighting, sound, stage and AV presentation, with more advanced skills in one or more areas.
2. Skills and experience in general maintenance (DIY skills welcome!).
3. Ability to carry out physical work including working at heights and lifting and carrying.
4. Confident using IT software such as Microsoft Office with some experience of a bespoke lighting or sound systems.
5. Able to work diligently on your own.
6. Flexible about working hours to accommodate six day operation and varied hours.
7. Enjoys a busy working environment and is able to cope under pressure whilst maintaining good interpersonal skills.
8. A genuine interest in live events, film and other cultural activity.
9. Experience with ETC lighting consoles
10. Confident communicating verbally with people of all ages and backgrounds.

## Desirable

1. Two years or more experience in a technical role within an educational or professional setting.
2. Familiar with Chamsys lighting consoles and/or digital sound desks
3. Familiar with single purchase flying systems.
4. Awareness of health and safety working practices.
5. Technical qualification or formal training.
6. Knowledge of the arts or cultural industries.



## Working at ARC

ARC is a fantastic place to work, but you don't have to take our word for it. You can hear some of our staff talking about working here in these [short videos](#).

We offer a flexible and supportive working environment, value experience as well as skills and qualifications and work to ensure everyone in the organisation is aware of our equality and diversity commitments. We want to support all staff to fulfil their potential and enjoy a happy and healthy workplace.





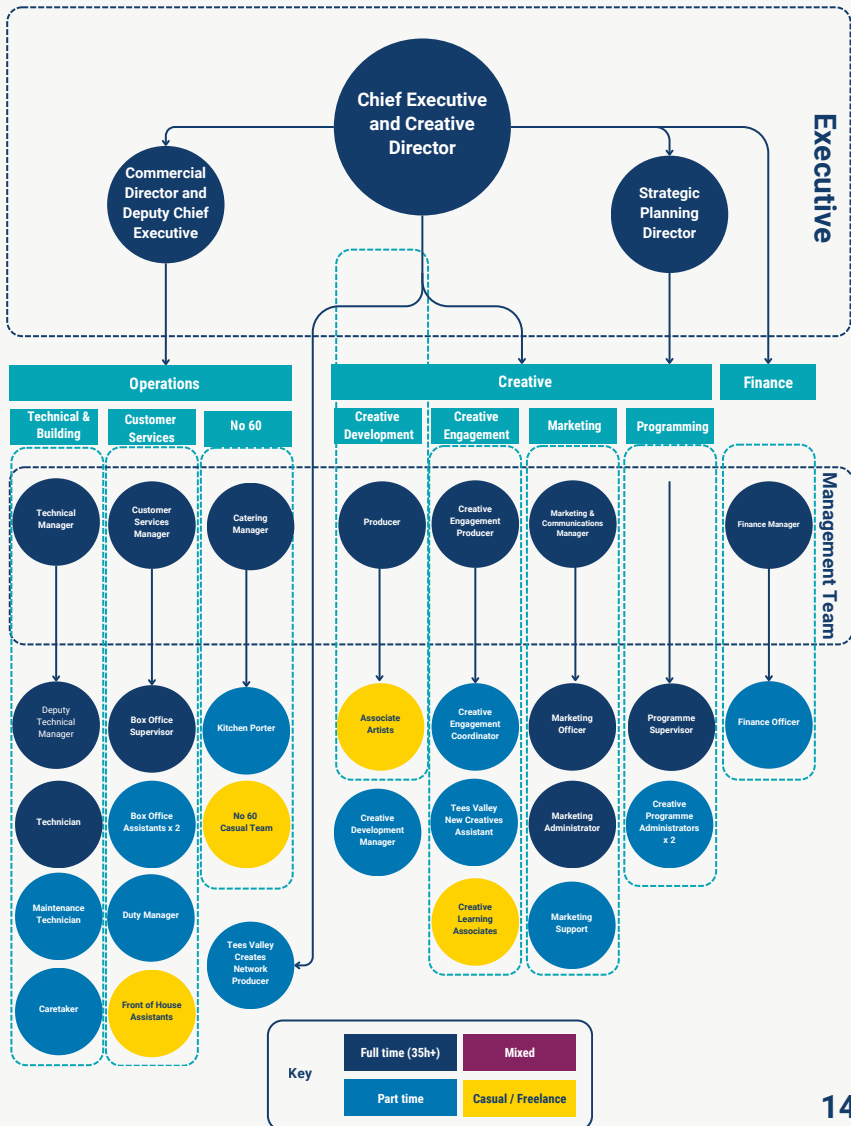
## What to expect if you come and work at ARC

All staff employed at ARC receive:

- An annual performance review
- Annual leave and sick pay in line with the terms of your contract
- Salary payments direct to your bank account on 25th of each month
- Free tickets to films and shows at ARC
- A 20% discount on food at ARC's café bar
- Annual health and safety, safeguarding and equality training
- Access to a Cycle to Work scheme (<https://www.cyclescheme.co.uk/>)
- An option to join ARC's pension scheme (<https://www.nestpensions.org.uk/schemeweb/nest.html>) – this offers you the chance to save for the future by paying in 5% of your salary, matched by 3% paid by ARC



# ARC Staffing Structure





## How to apply

If you would like to apply for the job, please complete an application form which you can [click here to download](#).

Please email your application form to [recruitment@arconline.co.uk](mailto:recruitment@arconline.co.uk).

The form asks for some standard information about your education and work experience, as well as a statement about why you are interested in the role and how your skills and experience would help you undertake the duties outlined in the job description. Please draw on personal and voluntary experience as well as work experience – many of the skills we are looking for are gained through our family and social lives, not just in professional settings.

Please don't forget to tell us why you want this job. We are looking for people who are passionate and motivated so it really helps to understand what aspects of the job you are interested and excited about.

As part of the form it will ask you to fill out an Equality Monitoring survey – please make sure you do this as well.

Once we receive your application we will acknowledge receipt of your application by email.



The deadline for applications is 10am on Mon 22 June. You will receive an automated acknowledgement of your application by email.

Interviews will be held on Mon 29 June. Interviews will be held in person at ARC with Pete Burgon, Technical Manager, and Shaun Dowd, Commercial Director. Please let us know when you send your application if you would not be able to attend an interview on these dates.

## Access requirements

If you have any access requirements in terms of submitting an application or attending an interview, please let us know. We aim to meet everyone's access requirements.

If you need to submit your application in a different format (eg. as a video or audio file or as a hard copy), please let us know in advance so we can look out for it.



## Data Protection

We are required to have a Candidate Privacy Policy to allow us to inform potential candidates of how ARC will collect, store and process their personal data submitted as part of the application process.

ARC will collect, store and process all data submitted as part of the recruitment process for this post in accordance with its responsibilities as the data controller as defined by the General Data Protection Regulation (GDPR).

The length of time that ARC retains submitted applications will depend on which stage of the recruitment process the candidate reaches.

- For candidates who are unsuccessful at the first stage ARC will retain submitted applications for the duration of the recruitment period of the named post.
- For candidates who attend an interview but are unsuccessful at this stage ARC will retain applications for a period of six months from the date that the candidate is informed that they have been unsuccessful.
- For successful candidates ARC will retain applications as part of their HR record in accordance with the terms set out in ARC's staff privacy policy.

ARC collects and stores this information on the basis of legitimate interest as defined by the GDPR in order to be able to demonstrate that it operates a fair and transparent recruitment process in the event that a dispute arises.

ARC will retain submitted equality and diversity monitoring information indefinitely. This data is held as part of an anonymous record which ARC uses to monitor equality and diversity information about applications for advertised vacancies on a regular basis. ARC collects and stores this information on the basis of legitimate interest as defined by the GDPR.

Candidates can object to ARC's processing of their data at any time. If you would like to submit an objection please contact [recruitment@arconline.co.uk](mailto:recruitment@arconline.co.uk). ARC will respond to all objection requests within one calendar month as required by the GDPR.