

## **TECHNICIAN (STAGE)**

### **Theatr Clwyd**

#### Job Description

Theatr Clwyd has been Wales' foremost producing theatre since 1976. The Executive Team (Artistic Director – Tamara Harvey and Executive Director – Liam Evans-Ford) are currently navigating the most important cultural and operational shifts in the 42 years of its existence, a period which will redefine and secure the future of this unique and valuable arts centre - the foremost producing theatre in Wales.

Theatr Clwyd produces upwards of eight shows a year - mainly in English, but also in Welsh - and presents some of this work on tour in Wales and the rest of the UK. It has a hugely successful programme of work for and with young people that is created both within and without the building, and tours to local schools, within Wales and beyond. The building also hosts a variety of touring drama, dance, music and art for all ages, a comprehensive film programme and an active community programme and the organisation is at the forefront of work around arts and wellbeing.

We have made strides in changing the shape of our programming; we've committed to placing visitor experience at the heart of our decision making; we've begun to grow our commercial events; we've taken the first steps in deepening our relationship with our community; we've started to develop our auxiliary offers and we've been working hard to market our work and our building more strategically and effectively. We have also delivered a feasibility study for major capital redevelopment and received funding from ACW to take forward plans into Design & Development.

Theatr Clwyd is the only producing theatre left in the UK still owned by a local authority. With a turnover of £5.3m in 2015-16, it is supported by the Arts Council of Wales, Flintshire County Council and by its own activities. There are annually some 2,115 individual events, attended by around 200,000 people, plus 50,000 young people participating in outreach events. During 2016/17 a further 220,000 people saw a Theatr Clwyd show elsewhere in the UK.

#### **Job Summary**

#### **TECHNICIAN (STAGE)**

Responsible for: N/A

Reports to: Technical Manager

Benefits include: Holiday pay, sick leave, pension

Holiday: 23 days plus statutory holidays

Notice period: 1 month

## **TECHNICIAN (STAGE)**

### **The Production Department**

The purpose of the Production Department is to create and run to the highest standards, all aspects of Theatr Clwyd's productions and related projects, in partnership with directors, designers and project leaders. The department is responsible for ensuring creative teams achieve their artistic vision within agreed timescales and budgets.

Members of the Production Department work closely and collaboratively together to realise the full potential of our productions and of visiting shows. They also support all events in the building, the work of the Creative Engagement Department and all of Theatr Clwyd's work that tours into the community and beyond.

### **Job Purpose**

To work as part of the technical team within the Production Department and, overseen by the Technical Manager, deliver a service to Theatr Clwyd productions of the highest possible standards. Working primarily in the area of Stage, he/she will work on occasions alongside colleagues in other areas of the Production department.

### **Key responsibilities**

#### **General**

- With the Technical Manager, to liaise with relevant departments and individuals to ensure technical support is anticipated and provided.
- To provide technical and stage support to all users of the theatre and any rehearsal spaces.
- To provide technical and stage cover during performances as required.
- To provide technical and stage cover for the Creative Engagement programmes, as required.
- To assist during fit-up and production weeks to ensure they run smoothly.
- To attend and contribute to production and planning meetings as required.
- To undertake practical work in relation to get-ins, fit-ups, strikes and get-outs including the assembly, rigging, adjustment and use of scenery, props, rigging and lifting equipment, lighting equipment, special effects and sound equipment.
- To prepare plans and schedules, as may be required, in relation to the fitting up and rigging of technical equipment.
- To set up any stage equipment required for the performance or event spaces.
- Where required, to provide technical assistance to external users.
- To take responsibility for day-to-day maintenance of the site.

#### **Health and Safety**

- To ensure all Health and Safety requirements are met at all times while working.
- To attend training as required and maintain awareness of Health and Safety regulations specific to the spaces and equipment used.

- With the Technical Manager, to co-ordinate regular safety checks of all technical stage equipment, machinery, fixtures and fittings.
- To ensure that all specialist equipment is correctly shut down at the completion of each working day.
- To ensure that all potential hazards are made safe as soon as is practicably possible.
- To assist in the safe evacuation of staff and audience members in the event of a fire or emergency situation.
- In conjunction with the Technical Manager, to ensure external hires are fully briefed on the safe use of the theatre space.
- To produce risk assessments and method statements as required.

### **Other**

- To ensure all equipment is stored safely and is accessible to authorised users.
- To maintain an inventory of all equipment and materials held and used.
- To perform any other duties as reasonably requested by the Technical Manager, Production Manager or Directors of Production.

### **Person Specification**

#### **Essential**

- Proven practical experience working in technical stage or production management in a venue or theatre technical department, or a touring company or similar, or else an appropriate recognised qualification.
- Experience in rigging, adjustment and operation of theatrical rigging and flying systems.
- Experience of setting up and rigging scenery and stage decking systems.
- Working knowledge of rigging methods and the safe use of lifting gear.
- Demonstrable ability to read and understand technical plans, with knowledge of CAD and other applications.
- Excellent interpersonal skills, with an ability to communicate clearly and consistently with all theatre and event space users, especially non-technical users.
- Ability to use a wide range of portable power tools and hand tools safely and confidently.
- An organised approach, with a proven track record of meeting deadlines and managing conflicting priorities.
- Experience in implementing Health and Safety requirements and risk assessments.
- Physical fitness and willingness to work at height.
- Confidence in working independently but also willingness to collaborate across many departments.
- Ability to work flexible and unsociable hours including evenings, weekends and bank holidays.

## **Desirable**

- Up-to-date knowledge of lighting systems, control apparatus, equipment and its maintenance.
- Up-to-date knowledge of stage engineering and automation systems, programming and operation.
- Up to date knowledge of digital audio and audio-visual equipment and its use in relation to live, recorded and play-back techniques
- Working at height training.
- Training in manual handling, MEWP, ladder and tallescope use.
- Experience of event management.
- Knowledge of theatre, dance and other art forms within the UK generally and Wales specifically.
- Full, clean driving licence.
- Written and spoken Welsh.