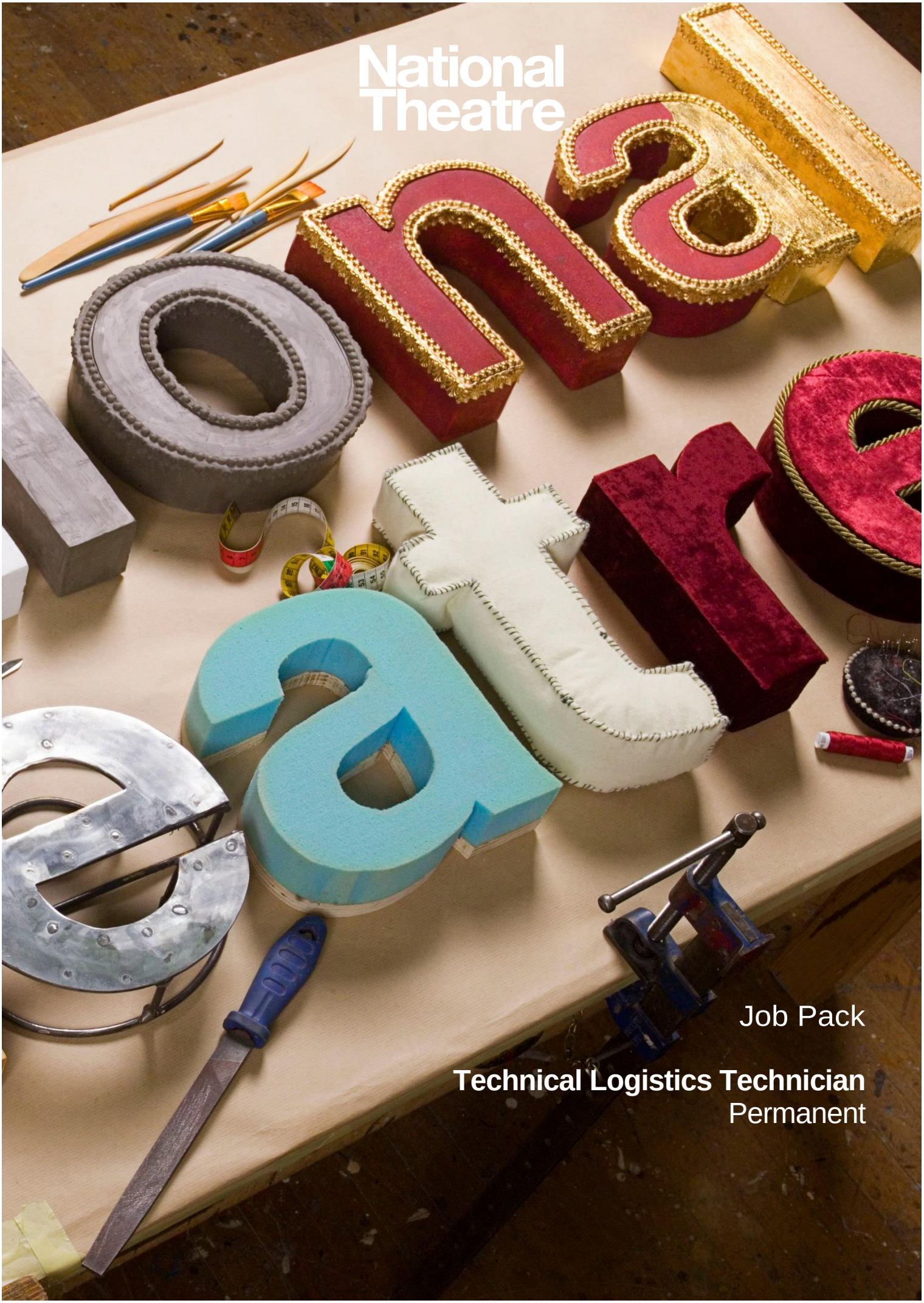

National Theatre

Job Pack

Technical Logistics Technician

Permanent

About the National Theatre

Our Purpose

The National Theatre's mission is to make world class theatre that's entertaining, challenging and inspiring – and to make it for everyone. It aims to reach the widest possible audience and to be as inclusive, diverse and national as possible with a broad range of productions that play in London, on tour around the UK, on Broadway and across the globe.

The National Theatre's extensive UK-wide learning and participation programme supports young people and schools through performance and writing programmes like Connections, New Views and Let's Play, while Public Acts creates ambitious new works of participatory theatre in sustained partnership with theatres and community organisations around the country.

The National Theatre extends its reach through digital programmes including NT Live, which broadcasts some of the best of British theatre to over 2,500 venues in 65 countries, and the National Theatre Collection, which makes recordings of shows available to UK schools and the global education sector.

The National Theatre invests in the future of theatre by developing talent, creating bold new work and building audiences, partnering with a range of UK theatres and theatre companies.

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About the Stage Resources Department

About Stage Resources

The Stage Resources department works closely with the Stage department, providing technical support across the NT, and is made up of three teams. The Rigging team oversee lifting operations and provide advice and assistance in the implementation of scenic proposals for productions and other events at the NT, designing and installing temporary rigging solutions. The Compliance team ensure that lifting and associated equipment are both fit for purpose and comply with legal requirements, sourcing and looking after the inspection and maintenance of assets. The Technical Logistics team manage the movement and storage of scenic and technical equipment, both at the NT and offsite, supporting productions and other events.

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Job Description

Technical Logistics Technician

Contract Type: Permanent

Hours: An average of 40 hours per week.

Salary: £29,320.51 per annum

Responsible to: Technical Logistics Supervisor & Stage Resources Manager

Responsible for: Casual Technicians

Purpose of the Role

Based within Stage Resources, this role will work to ensure that the day to day activities on the dock doors and along Drum Road operate safely and efficiently. This will involve traffic management and supervising the loading and unloading of vehicles arriving at the dock doors. You will work closely with the theatres and other departments that operate along Drum Road to make the best use of available space whilst supporting the operational requirements of the NT.

You will also be responsible for the storage and asset tracking of equipment and work closely with the technical departments to fulfil equipment requests for theatre productions, rehearsals and other events.

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Duties and Responsibilities

- Organise day-to-day operations on Drum Road and the dock doors safely and efficiently.
- Implement the safety and traffic-management policies for Drum Road and the dock doors.
- Receive and despatch equipment via dock doors and ensure deliveries are notified to the correct department.
- Operate forklift trucks and other mechanical handling equipment and supervise the loading and unloading of equipment from vehicles and storage facilities at the NT and other NT spaces.
- Adhere to the risk assessments, method statements and other policies for all Technical Logistics-related activities and ensure that staff involved are aware of necessary controls and safety measures.
- Take operational responsibility for the waste and recycling services on Drum Road and contribute to the recording of recycled materials.
- Attend and engage in departmental and production meetings as appropriate, passing on relevant information to other members of staff.
- Manage the use of Technical Logistics assets, maintaining a record of their condition and location using asset tracking software and site visits as necessary.
- Ensure that Technical Logistics equipment is stored safely, securely and efficiently and that all Technical Logistics areas are kept clean and tidy.
- Undertake periodic inspections of mechanical handling and access equipment.
- Assist with scaffolding and Steeldeck installations as required.
- Undertake specific projects as required by the Technical Logistics Supervisor or Stage Resources Manager.
- Set the highest professional standards in performance and work ethic.
- Adhere to the health and safety policies of the company, ensuring that all working practices are safe, and controlled through risk assessment and method statements.
- Keep up to date with developments in technology and safe, efficient and sustainable working practices through internal and external liaison, proposing and implementing changes as appropriate.
- Assist the work of other departments when required, offering advice and support as necessary.
- Any other duties as reasonably required.

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Person Specification

Essential

- Experience in traffic management and the supervision of the loading and unloading of commercial vehicles.
- Experience in the operation and maintenance of mechanical handling equipment.
- An awareness of relevant health and safety legislation including the HSWA and Manual Handling Regulations.
- Good written and verbal communication skills.
- Able to work calmly under pressure and prioritise conflicting demands.
- A proactive and flexible approach.
- Experience in the use of Microsoft Outlook.

Desirable

- Experience of working in a theatrical or live event environment.
- Experience in the use of asset management software.
- Training and experience in the use of forklift trucks.
- Training and experience in the use of MEWPs.
- Training and experience in working at height and the use of work positioning and fall arrest equipment.
- Good IT skills including experience in the use of Microsoft Office, OneDrive, SharePoint and Teams software.

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Job Description

Technical Logistics Technician

Recruitment Process

Link to apply: https://candidate.nationaltheatre.org.uk/106316RNT

Closing date: Thursday 27th February 2020 at 12 Noon

Interview dates: Week commencing 16th March 2020

Further queries: email recruitment@nationaltheatre.org.uk

Perks

- Complimentary staff tickets for shows and NT Talks & Events, subject to availability and policy
- Discounts in the NT's bars, cafes, restaurants and bookshop and in local businesses (from Wagamamas to local childcare providers & gyms on and around the South Bank)
- Interest-free season ticket and cycle-scheme loans
- Pension schemes with Legal & General and NEST
- 28 days annual leave (including bank holidays), pro rata, increasing with length of service
- In-house Training & Development Programme including a free e-learning platform
- An Employee Assistance Programme, Mental Health First Aiders scheme and an in-house Wellbeing Programme including monthly talks and events
- Buddy scheme for New Starters
- On-site staff canteen and bar
- Staff networks including the BAME network, LGBTQ+ network and Women's network
- The NT is also a member of Parents and Carers in the Performing Arts (PiPA)

We want our workforce to be representative of all sections of society and welcome applications from everyone.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the essential criteria for our vacancies.

HR Department 2020

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