

Harlow Council Job Description

Job Title: Technician (Lighting) **Post Number:** PH0058X

Grade: 7 **Date:** September 2021

Service: Governance

Location: Harlow Playhouse

Responsible to: Technical Managers

Job Purpose:

- 1.0 To assist in the facilitation of technical operations, and performances and events at Harlow Playhouse.
- 2.0 To maintain relevant performance, rehearsal and public areas in good working order in line with pre-agreed procedures.
- 3.0 To offer all relevant technical assistance and advice to any visiting company or contractor in order to provide the best possible service.
- 4.0 Other duties appropriate to the role.
- 5.0 Statement of Health and Safety

Breakdown of tasks:

- 1.0 To assist in the facilitation of technical operations, and performances and events at Harlow Playhouse.
 - 1.1 To assist and design as required on all events and performances at the Playhouse.
 - 1.2 To be flexible with regards to required duties and times to ensure that all events proceed in an organised and efficient manner.
 - 1.3 To be polite and courteous at all times, especially when working in challenging situations.
 - 1.4 To supervise casual technicians where required.
 - 1.5 To deputise for the Technical Managers in their absence.
- 2.0 To maintain relevant performance, rehearsal and public areas in good working order in line with pre-agreed procedures.
 - 2.1 To constantly monitor and maintain relevant areas to ensure they are working in an efficient manner.
 - 2.2 To promote ideas for better working practise if relevant and to be willing to adopt new working patterns and methods as and when required.
 - 2.3 To use all equipment in a responsible manner and in accordance with the instructions of either the manufacturer or the Technical Managers.
 - 2.4 To bring any damage of equipment or fabric of the building to the attention of either the Technical Managers or Facilities Manager as soon as possible.

3.0 To offer all relevant technical assistance and advice to any visiting company or contractor in order to provide the best possible service.

- 3.1 To constantly strive to assist and advise all visiting companies and contractors so as to enhance their experience and improve their understanding of the Playhouse.
- 3.2 To constantly strive to improve self-knowledge and technical understanding of all aspects of theatre in order to ensure that the Playhouse remains a progressive and dynamic organisation.

4.0 Other duties appropriate to the role.

- 4.1 To undertake other duties commensurate with the grade, skills, knowledge and experience of the post holder.
- 4.2 All employees are expected to show a commitment to safeguarding children, young people and adults with care and support needs.
- 4.3 All employees are expected to have regard and operate within the Council's commitment to equality and diversity and customer care.
- 4.4 All employees are expected to adhere to requirements of GDPR (General Data Protection Regulation) and The Data Protection Act 2018 and comply with measures to protect the confidentiality of information in accordance with Council policies and procedures.
- 4.5 All employees are expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.

5.0 Statement of Health and Safety

- 5.1 Harlow Council is committed to the provision of high quality health and safety standards. In order to achieve this all staff employed by the Council have the following specific responsibilities, which are consistent with the requirements of the Health & Safety at Work etc. Act 1974:
- 5.2
- To take reasonable care for the health and safety of yourself and of other persons who may be affected by what you do or fail to do
 - To co-operate with Harlow Council in order to enable statutory requirements to be implemented
 - Not to intentionally interfere with or misuse anything provided in the interests of health and safety.