



## **JOB DESCRIPTION AND PERSON SPECIFICATION**

Job Title: Technician (Electrics Bias)  
Department: Technical & Production  
Reporting to: Senior Technicians/Technical Managers

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### **INTRODUCTION**

Birmingham Hippodrome is one of the finest theatre complexes in the UK, with an annual programme of 350-400 live performances featuring the best in touring musical theatre, ballet, dance, opera, pantomime, drama and comedy. Regular annual paid attendance of over 500,000 underlines our claim to be the busiest single theatre in the UK. It is run by a volunteer Board of Trustees of Birmingham Hippodrome Theatre Trust Ltd with good contacts in business, media, education and local government.

We work closely with many of the major international producers. Alongside resident partner organisations Birmingham Royal Ballet and DanceXchange, the Hippodrome is a major centre of dance activity, promoting events such as the award-winning biennial International Dance Festival Birmingham. In a unique partnership with The Lowry and Sadler's Wells, we are embarking on a new international dance project. Welsh National Opera bring all their large-scale productions to Birmingham, and we are part of many other successful networks including Dance Consortium and Music & Lyrics. Our studio space, the 200-seat Patrick Centre, welcomes a range of smaller-scale productions and is an important base for the development of new work.

Hippodrome CREATIVE is the umbrella term for our growing learning and community activity ranging from projects in schools and colleges, to theatre workshops and activities, access schemes, a heritage project, and public performances. These performances are frequently outdoor and mostly free and are often delivered in partnership with a range of promotional, artistic, funding and business partners. We have a small fundraising team supporting Hippodrome CREATIVE, plus artistic and infrastructure projects, led by a voluntary group on our Development Board who have strong regional connections.

We operate all our own in-house catering services and promote an extensive and profitable events business hosting a range of conferences and meetings (not always associated with our artistic programme) through our trading subsidiary, Birmingham Hippodrome Limited. As a registered charity receiving no revenue subsidies, we rely on our share of box office plus earnings from catering and events alongside other business support, memberships, fundraising and sponsorship. We work hard front of house and behind the scenes to deliver an amazing and memorable visitor experience for everyone. We can only excel by having the right people on board and by making sure we provide outstanding service and facilities to all our customers.

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### **JOB SUMMARY**

Provide a full and professional technical support service ensuring we carry out our production activities to the highest quality. With a focus on lighting, sound & AV, the postholder will work across all disciplines to assist in all technical duties related to our productions on and off stage including get-ins, get-outs, show running of areas including stage and fly floor, maintenance of stage equipment and general backstage housekeeping.

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## MAIN DUTIES

- Ensure all productions on and off stage are presented to the highest standards making use of the available facilities and equipment in order to complete tasks to the required standard.
- Assist in preparing the theatre to the specifications of visiting companies, including liaising with and assisting visiting technical departments.
- Carry out show calls and event calls ensuring your responsibilities on productions are performed to the highest standard.
- Assist in the maintenance of theatre spaces and equipment and any other production facilities or equipment as required.
- Assist on creative programme events as required liaising with our creative teams to ensure the event takes place to the required standard.
- Ensure a safe working environment is always maintained complying with all department policies and procedures.
- Assist in all areas of lighting, sound, stage, furniture logistics and maintenance related activities.
- Assist with general building maintenance as and when required.
- Train and develop other team members as and when necessary.
- Communicate and assist, as necessary, with all other key personnel within the operations department, to ensure the smooth running of all visiting productions.
- Initiate and maintain accurate records and plots to the required standard.
- Assist with turning round and setting up of hospitality, meeting and conference suites when required.
- Set up, operate and de-rig conferences as well as act as the client facing technical representative at events when required.
- Perform any other reasonable duties requested by the Operations Management Team.

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## PERSON SPECIFICATION

We're committed to three core ideals here at Birmingham Hippodrome and we try to address all our activity with these aims: 'everyone's welcome', 'nothing but the best', and 'do it with flair'. Everyone who works here, no matter what their function in the team, is expected to deliver their job and work with colleagues bearing these attitudes in mind. This person specification lists some of the key attributes we're looking for in the best candidates for this role.

Requirements	CORE: The successful candidate will meet the majority of these requirements.	DESIRABLE: the successful candidate should meet some of these requirements.
Education Training and Qualifications	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills.</li> </ul>	<ul style="list-style-type: none"> <li>• 3 day rigging for the entertainment industry or NRC Level 2.</li> <li>• IPAF.</li> <li>• PASMA .</li> <li>• First Aid at Work.</li> </ul>
Skills, knowledge and abilities	<ul style="list-style-type: none"> <li>• Knowledge and experience of all related stage, electrical and sound technical equipment to operator and rigging level.</li> <li>• Proven skills and abilities rigging using and maintaining lighting, sound and AV equipment</li> <li>• Working knowledge of current Health &amp; Safety legislation.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of ETC EOS, Unison, Paradigm and Sensor software.</li> <li>• Knowledge of standard dimmer systems, electrical circuits and basic electrical calculations.</li> <li>• Knowledge of MAC and PC software such as Qlab, Parallels, Powerpoint.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to use hand and workshop tools and equipment for both stage and electrics.</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Experience of working in a manual environment.</li> <li>• Experience of rigging and operating lighting, sound &amp; AV equipment.</li> <li>• Experience of working with large scale musicals, ballet and opera or relevant maintenance activity.</li> <li>• Experience of completing stage duties including fit up, get out and show running.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a conference and events environment.</li> <li>• Experience of rigging and operating lighting, sound &amp; AV equipment in a large scale receiving theatre.</li> <li>• Experience of Portable Appliance Testing and electrical maintenance.</li> <li>• Experience of rigging and setting up sound equipment.</li> <li>• Experience using ETC lighting control an advantage.</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Flexible attitude to work by being able and willing to work in any parts of the business and completing new tasks as required.</li> <li>• Self-motivated team-player with a positive outlook, able to work on own initiative.</li> <li>• Personal enthusiasm and drive to improve skills, experience and training.</li> <li>• Ability to stay calm under pressure and to solve problems.</li> <li>• Ability to cope with physically demanding work.</li> <li>• Ability to embrace change in current processes.</li> <li>• Comfortable working at heights.</li> <li>• Must be reliable and take a positive and enthusiastic approach to work.</li> <li>• Ability and willingness to work unsociable hours, including evenings (including night work) and weekends.</li> <li>• Interest in and knowledge of the arts in general and performing arts in particular.</li> </ul>	

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**DATE ROLE CREATED**

March 2019

**DATE ROLE AMENDED/REVIEWED**

April 2024

Birmingham Hippodrome Theatre Trust Limited  
Hurst Street, Southside, Birmingham, B5 4TB  
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Registered Charity No. 510842