

## JOB DESCRIPTION

<b>Job title:</b>	<b>Production Technician</b>
<b>Responsible to:</b>	Head of Production.
<b>Responsible for:</b>	Assisting with all Technical areas.
<b>Salary:</b>	£30,600 per annum, plus TMA payments for certain get outs
<b>Hours:</b>	44 average per week / As necessary to fulfil the duties of the post.
<b>Holiday:</b>	28 days per annum plus Bank Holidays
<b>Notice period:</b>	Two months, after a probationary period of four months.
<b>Benefits:</b>	Complimentary show tickets (subject to availability) 25% off food and drink at the Rose Café NOW Pension Scheme Ride to Work Scheme Season Ticket Loan Training provided - included Working at Height and Rescue
<b>Key objectives:</b>	The Production Technicians are a key part of the Production and Technical team, responsible for delivering all productions on the ground. They shall use their skills and experience to provide first class support to ensure that the technical needs for each production are met.

**Chief Executive**  
Robert O'Dowd

**Artistic Director**  
Christopher Haydon

**Advisory Associate Director**  
Sir Trevor Nunn

**Rose Associate Artists**  
Jane Asher, Niamh Cusack, Lucian Msamati  
& Melly Still

 @RoseTheatreKingston

 @RoseTheatre

 facebook.com/rosetheatrekingston

Work on 'Rose Originals' will accommodate the candidate's favoured bias, however they should be able to support stage, lighting, and sound where relevant for hires, events and visiting shows.

The successful candidate shall be expected to work unsupervised and operate the theatres technical systems in accordance with KTT's Health and Safety procedures.

Specialist training shall be provided, including Work at Height & Rescue

## **ABOUT ROSE THEATRE**

With over 150,000 visitors a year, the Rose enjoys artistic and critical acclaim from our own productions and co-productions. Our extraordinary community arts venue boasts a unique 758-seat auditorium, a studio theatre, numerous public spaces and a Gallery space that has undergone refurbishment to support community events.

## **MAIN PURPOSE OF THE POSITION**

The Production Technician's primary role is to help ensure the provision of high-quality lighting, sound, video and stage services both to Kingston Theatre Trust and visiting companies during the preparation for and running of rehearsals and performances at the Kingston Rose Theatre or at any other venue where the Company may work.

They will work with and provide support to the Head Production, the Head of Lighting & Stage Supervisor and Head of Sound & Stage Supervisor to help ensure the lighting, sound, video and stage equipment and systems are kept in excellent working order.

The Production Technician will adopt a 'hands on' approach to the job combining technical know-how with a professional attitude.

## **DUTIES AND RESPONSIBILITIES**

- Consult with the Head Production, the Head of Lighting & Stage Supervisor and Head of Sound & Stage Supervisor, in order to prepare all equipment required for specific productions – ensuring the required amount is available and in complete working order.
- Work closely with the Head Production, the Head of Lighting & Stage Supervisor and Head of Sound & Stage Supervisor, keeping them informed of all changes to plans in order that all paperwork can be kept up to date and assist in the maintaining of accurate records of the production.
- Assist in the preparation of specific requirements for a particular production in consultation with the Head of Production, the Head of Lighting & Stage Supervisor and Head of Sound & Stage Supervisor.
- Program and operate lighting and sound consoles and editing software.
- Assist with the maintenance and PAT testing of KTT's technical equipment.
- Pass on knowledge to less experienced team members and instruct where necessary. Keep senior Department members aware of any possible training needs that may become evident.
- Assist with and, where appropriate, supervise the lighting, sound, video and stage installation, operation and strike.
- Assist with and, where appropriate, supervise Events and Hires.
- Ensure work is carried out in accordance with Kingston Theatre Trust's Health and Safety Policy; making sure team members are aware of the requirements and informing the Head of Production if further instruction is required.
- Ensure all financial policies and budgetary constraints are observed.
- Participate in Risk Assessments and ensure that accidents/near misses and potentially hazardous situations are reported to the Head of Production.
- Help ensure effective communication across the department, to maintain high standards of work.
- Carry out any other duties relevant to the post.

## **HEALTH AND SAFETY**

The post holder has personal responsibility for Health and Safety as outlined in the safety policy and the Health and Safety Act 1974. In addition, the Production Technician must:

Prod Tech JD July 2024.docx

- Understand their responsibilities and co-operate and assist with their managers on all aspects of health and safety, including risk assessment and identifying control measures.
- Ensure that all procedures, safe systems of work and local codes of practice are adhered to at all times including the wearing of personal protective equipment (PPE).
- Inform their managers of any shortcomings or failings in such systems and procedures.
- Ensure that all plant and equipment is used correctly.
- Assist in the workplace inspection/reviews and to maintain a safe working environment at all times.

## **PERSON SPECIFICATION**

The Production Technician will need to be self-motivated and will need to possess the following skills, experience, abilities and knowledge:

### **Technical**

- Ability to program EOS lighting console using intelligent fixtures
- Knowledge of Health and Safety procedures
- Experience of safe rigging practices
- Maintenance and PAT test experience
- Good understanding of stage systems and techniques
- Experience of focusing a wide variety of lighting equipment
- Experience of using sound systems
- Experience of working with video in performance
- Experience of and ability to work and rescue at height (training provided)
- Experience of using access equipment

- A varied knowledge of all theatrical technical areas
- The ability to read and action lighting and scenery plans and technical drawings
- Experience of following Risk Assessments and Method Statements

### **Personal**

- Excellent communication skills
- The ability to work unsupervised
- Motivation to maintain a positive work environment
- The ability to problem solve quickly and work to tight deadlines
- The ability to work unsociable hours
- Fit and able to perform the duties of the role

## **ADDITIONAL INFORMATION**

### **Confidentiality**

All information concerning staff, productions and other Kingston Theatre Trust business, the disclosure of which could be detrimental to the company, must be held in strictest confidence and may not be divulged to any unauthorised person at any time. A breach of confidentiality will result in disciplinary action being taken in accordance with KTT's disciplinary procedure and may lead to dismissal. The post holder's attention is also drawn to the Data Protection Act 1984 and the Computer Misuse Act of 1990.

### **Health and Safety**

The post holder has personal responsibility for Health and Safety as outlined in the safety policy and the Health and Safety Act 1974.

### **Equal Opportunities**

The post holder will be required to abide by KTT's policies on equal opportunities.

### **Code of Conduct**

The post holder will be required to act in accordance with KTT's Code of Conduct whereby everyone shall be treated in a professional and courteous manner and with full regard to the avoidance of sex, race and disability discrimination, consistent with current equal opportunities employment legislation.

### **Data Protection**

Computer information should only be accessed if this has been authorized and is necessary as part of the post holder's work. Unauthorized access to computer data or helping others to access such data will result in action being taken in accordance with KTT's disciplinary procedure and may lead to dismissal. The post holder's attention is also drawn to GDPR regulations.

*Please note this job description does not form part of your contract of employment.*