**Job Description**

|  |  |
| --- | --- |
| Job title | Theatre Technician |
| Department | Warwick Arts Centre |
| Grade | FA5 |

|  |  |
| --- | --- |
| Job purpose (a brief summary of the role) | To provide audio, lighting, stage management, and other technical services including AV specializing in at least one of these areas related to theatre to hirers, management and others who use the premises and facilities at Warwick Arts Centre.To assist with the timely maintenance of all equipment associated with the stage, auditorium and rehearsal/hire spaces and to assist with the inspection of all installations and equipment to ensure compliance with current legislation and licensing requirements. |
| Duties and responsibilities | **Technical duties**To rig, operate, and install lighting and electrical systems; to create lighting rigs for users of Warwick Arts Centre and associated events as required.To provide lighting, audio, stage management and technical services required by users and hirers of Warwick Arts Centre.To provide assistance to and supervision of hirers and users of the arts centre venues; to advise in the use of appropriate lighting techniques and other support services.To assist with the supervision and duty of care of all technicians and backstage crew who are working in a Casual/ Freelance capacity for Warwick Arts Centre.To assist with the supervision of winches and hemp lines and associated facilities when being used to fly or support scenery, ensuring safe practices are used at all times, by all personnel.To report to the Technical Manager / Director any operational problems associated with the conditions of individual hirers’ contract documentation.To assist all services resident at the venue in their use of the facilities e.g. Estates, Cleaners, Catering etc.To screen digital projections and carry out associated maintenance, repair and administrative cinema duties as required.To be a competent IT user able to use and quickly learn different systems and packages including Excel, Word and specialist theatre software including Autocad.**Health and Safety**To be aware of, and adhere to, current Health and Safety legislation and general requirements associated with premises Licensed for public entertainment and to assist in ensuring the safety and security of Warwick Arts Centre, its staff, users and members of the public at all times.To be aware of and ensure safe systems of work are in place, understood and adhered to in relation to safe use of all spaces at Warwick Arts Centre by all users.To ensure and to be responsible for ensuring that all aspects of the Health and Safety at Work Regulations and licensing requirements are fully complied with and to report all non-compliant and associated problems to the Technical Manager.To ensure the maintenance and safe storage of all related stage and auditorium equipment in accordance with current Health and Safety legislation, licensing requirements and internal policies (e.g. inventory policy). To assist the Technical Manager with annual safety inspections and risk assessments, ensuring that the venue complies with all current and relevant methods of inspection and record keeping. This includes ensuring up to date asset lists, asset tags, inspections and inventories and all maintenance completed in a timely manner.To supervise with the general upkeep and day to day maintenance of the premises and report via the correct channels any aspect of maintenance which requires attention.To report to the Technical Manager any operational problems associated with the conditions of individual hirers’ contract documentation**Customer Experience**To assist all services resident at the venue in their use of the facilities e.g. Estates, Cleaners, Catering etc.To liaise with artists, visiting companies, users, hirers, the Visitor Experience Manager or their deputy, other members of staff and where appropriate members of the public, to ensure an excellent standard of customer care is delivered at all times.To be an ambassador for Warwick Arts Centre, its vision and mission, and to provide excellent customer experience to all staff, users and visitors.**General** To be a competent IT user able to use and quickly learn different systems and packages including Excel, Word, CAD packages and specialist theatre software.To lead by example and identify and promote best practice and to undertake any training as required by the post.To drive vehicles as appropriate, subject to complying with the conditions of the University's motor insurance policy.To be a proactive, positive, willing and flexible member of the team supporting Warwick Arts Centre meet its objectives and vision.To understand, adhere to and promote University of Warwick and Warwick Arts Centre policies and procedures.To work as required unsociable hours including overnight, weekends, customary and statutory days.Any other duties commensurate with the grade of the post. |

|  |
| --- |
| **Person Specification***The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.*  |
| Essential Criterion No. | Essential Criterion Description  | Measured by |
| E1 | GCSE A-C English, Maths, Science | A |
| E2 | Previous professional experience in technical theatre with good experience of rigging / installing / operating lighting systems including control systems with both generic and intelligent fixtures, experience of DMX networks, Working with three phase electrical supply | A,B & C |
| E3 | Previous professional experience in technical theatre with good experience of rigging / installing / operating audio systems including replay and live mixing using both analogue and digital systems. | A,B & C |
| E4 | Experience of AV services and Digital Cine Projection | A & C |
| E5 | Ability to fit up, operate and fault find sound and lighting equipment. Excellent knowledge of lighting, audio, stage management and/or technical services. | A & C |
| E6 | An awareness of Health and Safety incl. LOLER or PUWER, COSHH, Noise at work. | A & C |
| E7 | Excellent people management and customer skills. | A & C |
| E8 | Ability to interpret and adapt plans. | A & C |
| E9 | Good IT skills incl. Autocad. | A & C |
| E10 | The ability to maintain a flexible and creative approach; artistic sensitivity. | A & C |
| E11 | A proven ability to work on own initiative to solve problems in venues. | A & C |
| E12 | The ability to work long, unsocial hours. Working at height, with low light, manual handling and trip hazards in a sometimes dirty, noisy environment & night working. | A & C |

|  |  |  |
| --- | --- | --- |
| Desirable Criterion No. | Desirable Criterion Description  | *Measured by* |
| D1 | Experience of monitoring basic consumable equipment/electrical equipment and reordering as required | A & C |
| D2 | Previous professional experience in one or more of the following: stage management and technical services, counterweight or hemp set flying systems | A & C |
| D3 | Relevant vocational training ABTT awards, PLASA rigging, IPAF | A & C |