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| **Job title:** Theatres Technician | **Service area:** Culture and Enrichment |
| **Post number:** | **Division:**  Governance andCommunities |
| **Grade:** | **Section/team:** Theatres |
| **Overall purpose of job:**  Providing technical assistance for all performances and corporate events at the Baths Hall and Plowright Theatre, ensuring that all performances run smoothly and to a high standard. | |
| Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. | |
| **Main responsibilities:**   1. Working as part of the Technical Team at the Theatres, responsible for the set-up, operation, and removal of technical equipment (sound, lighting and AV) for events presented in the auditorium, meeting rooms or other public spaces as required. 2. Liaise and assist with visiting companies/tours/hirers including artists and their representatives and corporate clients to ensure a first-class technical service is delivered at all times and provide a proactive approach to stage management duties, guiding the promoter/hirer around presentation. 3. Liaise and maintain dialogue with all internal departments to support the smooth running of events. 4. Ensure that working spaces and technical equipment are kept in good, presentable working order, including annual PAT testing and weekly cable and portable electrical equipment repairs. 5. Assist in general repair and maintenance of the building, dealing with routine faults and repair, knowing when to escalate to Manager. 6. Oversee the stage consumables stock control and recommend to manager around the replacement of day-to-day stock. 7. Ensure that all events/performances comply with H&S legislation. 8. Keep accurate written Event Records for recharge, PRS and timesheets as required. 9. Act as a Duty Technician on a rota basis and be a key holder to open and close the building as required. | |
| **Knowledge, skills and experience:**   * Experience of working with a range of lighting, sound, theatre and AV equipment. * Experience in a similar role and in a similar venue of live events (preferably a knowledge of multi-function adaptive auditorium). * Excellent knowledge of fault finding and operation of Digital Sound Consoles, Concert Lighting Desks, AV and Theatrical Stage Equipment. * IT literate and willingness to learn new software. * Good knowledge of Health & Safety (e.g. Manual handling, COSHH Regulations) with practical experience of H&S in the workplace. * Willingness to keep up to date with H&S legislation and attend regular training * Excellent time management and organisational skills with the ability to prioritise workloads and respond to and meet various deadlines. * Able to work with minimal supervision * Able to give clear written and verbal instructions | |
| **Creativity and innovation:**  Responds to emergencies around equipment failure quickly and appropriately  Deals with demands/priorities to successfully ensure smooth running of performance to an excellent standard.  Propose best technical solutions to hirers/clients  Assist with the Design, Production and Presentation of the annual Christmas Pantomime.  Problem solving skills to resolve day-to-day operational issues. | |
| **Contacts and relationships:**  Technical Manager – to receive instruction and liaise on operational issues – weekly  Casual Technical Staf – supervising staff to ensure performance/event runs smoothly and to high standard – regular  Venue staff – to liaise around event/performances to ensure they run smoothly and to a high standard – regular  Hirers/Performers/Promoters – to liaise, design and agree presentation needs, to work with during set up, operate, and removal of technical equipment - regular. | |
| **Decision making:**  Advising, designing, and operating technical systems to ensure best presentation of performance and safe practice  Some discretion around corrective action to resolve equipment failure/ issues.  Deciding on simple repairs and maintenance, knowing when to escalate  Ensuring health and safety standards are always adhered to  Managing own workload and that of others  Decide stock requirements and recommend to line-manager  Co-ordinating and supervising casual technical staff, during event/performance and dealing with any issues as they arise. | |
| **Responsibility for resources:**  Financial resources:  None  Physical resources:  Key-holder for Baths Hall and Plowright Theatre. Opening up and locking up building  Theatres electrical equipment (lights, sound, AV etc) | |
| **WORK ENVIRONMENT** | |
| **Work demands:**  Ensure the event/performance is manged to set schedule and deal with any issues arising to ensure the schedule is met.  Deal with emergency repairs and faults to allow events and performances to go ahead. This can happen frequently and can be unpredictable with time limitations.  Will be required to work unsociable hours, i.e., evenings, weekends & Bank Holidays | |
| **Physical demands:**  Moving equipment, some of which can be heavy, as and when required.  Working at heights. | |
| **Working conditions:**  100% venue based across Baths Hall and Plowright Theatre . | |
| **Work context:**  Working long shifts, working with the performers/hirers from get-in to get-out. | |
| **Position in organisation:**  4 Casuals  Indicate how many staff the post is directly accountable for:  Are posts in more than one location? n/a  Is the supervision/management shared with another post in the structure?    Please indicate which post(s) | |

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| **Job Description Version Control** | |
| **Date evaluated** | 20.7.22 |
| **Date updated** |  |
| **Updated by (manager name)** |  |
| **Checked by (HR name)** |  |

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| **ESSENTIAL CRITERIA** | **ASSESSED THROUGH:** |
| **Knowledge, Skills and Experience** | **Application form (follow up at interview)** |
| * Experience in a similar role and in a similar venue of live events (preferably a knowledge of multi-function adaptive auditorium). * Experience of working with a range of lighting, sound, theatre and AV equipment. * IT literate and willingness to learn new software. * Good knowledge of Health & Safety (e.g. Manual handling, COSHH Regulations) with practical experience of H&S in the workplace. | |
| **Knowledge, Skills and Experience** | **Interview** |
| * Excellent knowledge of fault finding and operation of Digital Sound Consoles, Concert Lighting Desks, AV and Theatrical Stage Equipment. | |
| **Education, Training and Qualifications** | **Original documents** |
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| **Working Arrangements** | **Interview** |
| * Able to work weekends, and evenings as requested for service delivery * Working long shifts, working with the performers/hirers from get-in to get-out. * Able to move equipment, some of which can be heavy, as and when required. * Working at heights * Able to work with minimal supervision * Able to give clear written and verbal instructions * Excellent time management and organisational skills with the ability to prioritise workloads and respond to and meet various deadlines. * Willingness to keep up to date with H&S legislation and attend regular training | |

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| **DESIRABLE CRITERIA** | **ASSESSED THROUGH:** |
| **Knowledge, Skills and Experience** | **Application form (follow up at interview)** |
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| **Knowledge, Skills and Experience** | **Interview** |
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| **Education, Training and Qualifications** | **Original documents** |
| * BS7671 18th edition Qualification | |
| **Working Arrangements** | **Interview** |
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| **THE POST IS SUBJECT TO:** | | | |
| **Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974** | | | |
| **Yes** | **☐** | **No** | **☐** |
| **Political restriction** | | | |
| **Yes** | **☐** | **No** | **☐** |
| **The ability to speak fluent English under the Immigration Act 2016** | | | |
| **Yes** | **☐** | **No** | **☐** |

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| * **Version Control** | |
| **Author** | HR Policy Team |
| **Status** | V0.1 |
| **Date approved** | 19 September 2012 |
| **Last updated** | 21 December 2021 |