

BOROUGH COUNCIL OF KINGS LYNN AND WEST NORFOLK

JOB DESCRIPTION

JOB TITLE	Technician
SERVICE AREA	Leisure and Culture
SECTION	Alive Corn Exchange
POST NUMBER	AW070

MAIN PURPOSE OF JOB

Assist in the technical operation of the King's Lynn Corn Exchange Theatre & Cinema and The King's Lynn Arts Centre ensuring that operational, maintenance and health and safety requirements are complied with.

KEY AREAS

1. Based at the King's Lynn Corn Exchange, assist in the operation and maintenance of all technical activities and equipment within the Arts & Entertainment venues.
 2. Under guidance of the Technical Manager ensure that all operations comply with relevant Health and Safety legislation.
 3. Liaise with staff and incoming productions/events to ensure that the events take place smoothly and effectively.
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MAIN DUTIES

1. Set-up & operate technical stage equipment, (inc. lighting, sound, video & staging).
2. Prepare and show cinema films as required.
3. Under guidance of the Technical Manager ensure that all events/productions operate within licensing and health and safety legislation.
4. When on duty and in the absence of the Technical Manager supervise Casual technical staff.
5. Responsible for general house keeping associated with the technical operation of the venues.
6. Carryout Building/ Plant maintenance as required.
7. Undertake duties associated with the technical operation and maintenance of the venues as directed by the Technical Manager.
8. Carry out all building & fire alarm checks as specified by the Technical Manager.
9. Undertake duties associated with the technical operation and maintenance of the venues as directed by the Technical Manager

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PERSONAL SPECIFICATION

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CRITERIA FOR SUCCESSFUL PERFORMANCE OF THE JOB

Knowledge
Essential

- Experience of a concert hall / theatre type environment.
- Experience of operating stage / technical equipment.
- Experience of Sound operation
- An awareness of relevant Health and Safety law and the implications for a live entertainment venue.

Desirable

- Some electrical knowledge. i.e. PAT Testing
- Some experience of using ETC Ion lighting desk and Yamaha LS9 digital sound desk or similar.
- Knowledge of Cinema

Skills
Essential

- The ability to work in a well organised, methodical manner with a high level of self-motivation.
- The ability to communicate effectively.
- A creative and positive approach to problem solving.

Desirable

- The ability to motivate, train and advise casual staff.
- The ability to develop positive working relationships with incoming companies, hirers and users.

Attitudes

- An adaptable approach to working hours.
- The ability to work as a team member.
- A strong desire to learn new skills.
- A pleasant and positive manner.
- The desire to contribute constructively to the technical team.