



# uncover **your** potential **our**Team

## Theatre Technician - Level 2 Job Pack

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## Job Description

<b>Job Title</b>	Theatre Technician – Level 2
<b>Service</b>	Connected Chelmsford
<b>Grade</b>	5
<b>Responsible To</b>	Technical and Buildings Manager

### 1. Main Purpose of the Job

To assist with the day to day co-ordination of technical arrangements for events staged at Chelmsford Theatre and any other venue or event supported by the department.

### 2. Duties and Responsibilities

2.1 Taking an active role in the provision of the following services:

- Get-ins, Fit-ups and Get-outs
- Stage lighting (Design, operation, maintenance, inventory and follow spot)
- Stage management and flying
- Sound (Design, set-up, operation, maintenance and inventory)
- Projection (Set-up and operation)
- Stage equipment (set-up, stock and inventory)
- Maintenance of technical equipment
- Maintenance of building, fixtures and fittings as required
- Theatre changeovers including pit; rigging and re-rigging
- Stage cleaning and tidiness of all backstage areas
- Give toolbox/CDM talks to visiting companies ensuring their adherence throughout their visit

Act as Duty Technician, undertaking health and safety duties as well as being a link to the visiting company and the theatre duty manager, and ensuring all paperwork including recharge sheets are completed accurately and in timely manner

The above to be carried out with due emphasis on customer care and complying with Health and Safety regulations.

Work across all areas of technical provision to promote a multi-skilled environment

2.2 Assisting in the day-to-day supervision of casual employees, giving guidance as to their duties and health and safety requirements. Ensuring the efficient use of staff resources through training and motivation of staff.

2.3 Meeting the technical and staging requirements of hirers, visiting companies and other users to ensure the successful staging of productions and events.

2.4 Carry out Responsible Person and Duty Technician roles as required, undertake regular training required for these roles.

2.5 Carry out Health and Safety and Fire Precautions checks of the building as required by the Technical and Buildings Manager and/or Visitor Experience Manager, prior to the admission of the public. Assess and report risks, producing risk assessments and methods statements where required.

2.6 Be conversant with and have a working knowledge of:

- Health and Safety at Work Act
- Fire regulations
- First Aid
- LOLER & PUWER
- The requirements of patrons with additional needs.

2.7 Emergency evacuation procedures and manage the evacuation of the buildings in the event of an emergency in liaison with CCC security and emergency services

2.8 Ensure the security of the buildings including unlocking when necessary and locking up and activation of alarms at the end of the final shift of the day.

2.9 Assist with developing proactive Health and safety awareness and ensure the highest level of housekeeping all areas of the theatre and any event sites.

2.10 Assist, as required, with the planned and reactive maintenance of the building and its services, including working with contractors and the contractor management system.

2.11 Working in partnership with other Theatre team members to ensure audiences, service users and visiting companies have the best experience possible.

2.12 To be a main key holder for the theatre premises ensuring all safety and security procedures are followed. Depending on home location, you may be asked to be on the call out list.

2.13 Support the Technical Manager and wider Theatre Management team in the development and implementation of any new initiatives, new ways of working and processes/ procedures to help improve both the customer service and efficiency of the theatre

2.14 Carry out such duties as may be required from time to time by the Technical and Buildings Manager, Senior Technician or Theatre Management Team.

### **3. Work Location**

A. This Job Description is subject to your conditions of Employment, which, in the event of conflict, shall take precedence. The post holder will carry out the duties specified above and such other duties as may be required from time to time. The Job Description may be reviewed and amended in the light of any changes that are made.

- B. It may be necessary, from time to time, for you to work hours in excess of, or differing from, your normal working hours.
- C. It may be necessary for you to be trained in, and use, new technology as it is introduced into the Council's activities.
- D. It is a condition of employment that you may be required to assist in the organisation and running of elections or referenda that take place in the City, relating to Parish Councils, the City Council, the County Council, Parliament, or other similar bodies. You will normally only be required to carry out election and referenda duties when there are insufficient experienced volunteers from within the Council's service who are available for and able to carry out such duties.
- E. You will carry out your responsibilities with due regard to the Council's Equality, Diversity and Inclusion Policy.
- F. You will be aware and undertake training as required in line with your responsibilities set out in the Council's Safeguarding children and vulnerable adults policy.
- G. All staff have a responsibility for data security in accordance with Data Protection regulations. You are required to ensure that you adhere to Council Policies and Procedures regarding data security. Whilst working at the Council, you may gain knowledge of confidential matters about members of the public and staff. Such information must be considered strictly confidential and must not be discussed or disclosed in an unauthorised manner. Service Managers and designated Information Asset Owners must be aware of their responsibilities, internal procedures and training requirements as directed by the Information Governance team.

## Person Specification

	ESSENTIAL	DESIRABLE
<b>Education/Qualifications</b>		
Completion of secondary school education or equivalent leading to the attainment of a general standard of numeracy and literacy	E	-
Industry specific qualifications and training. E.g. Pyrotechnic safety awareness, IPAF, tallescope, relevant degree or qualification	-	D
<b>Knowledge</b>		
Detailed understanding of theatre technical operations and equipment	E	-
Knowledge of maintaining electrical equipment	-	D
A working knowledge of health and safety requirements in theatres	E	-
Competent in the use of computers and mobile devices, including email and Microsoft 365	E	-
<b>Experience</b>		
Demonstrate knowledge and experience of operating stage lighting	E	-
Demonstrate knowledge and experience of operating sound desks and related equipment	E	-
Demonstrate knowledge and experience of stage management	E	-
Demonstrate knowledge and experience of scenery flying and construction	E	-
Demonstrate knowledge and experience of rigging	E	-
Demonstrate knowledge and experience of working at height	E	-
Demonstrate knowledge and experience of operating pyrotechnics	E	-
Demonstrate knowledge and experience of general crew work	E	-

Demonstrate knowledge and experience of health and safety proficiency related to technical disciplines in the areas above	E	-
Experience of set, costume, stage, lighting, projection and/or sound design	-	D
Experience with digital cinema equipment, ETC Eos lighting consoles, Yamaha QL/CL sound consoles	-	D
Previous working experience in a similar capacity	E	-
Experience in liaison and relationship building with external hirers, producers, and internal departments	E	-
<b>Personal Qualities and Attributes</b>		
<i>Candidates will be expected to demonstrate the following qualities and attributes in relation to the job:</i>		
Excellent level of fitness for a manual job	E	-
Complete flexibility towards working hours to include evenings and weekends	E	-
An ability to work as part of a team or on your own	E	-
A thoroughly professional outlook	E	-
Self-motivated with excellent time management	E	-
A commitment to providing the highest levels of customer care	E	-
Excellent verbal and written communications skills	E	-
Resilience within a busy environment	E	-
Commitment to safe working practices	E	-
Good understanding of responsibilities with Health and Safety and Risk	E	-
Ability to respond calmly to emergency situations on own initiative	E	-

Flexible attitude and willing to work to meeting programming requirements, including evenings, weekends and bank holidays as required

E -

## Corporate Values and Behaviours

Within Chelmsford City Council we have values that are at the core of how we behave. They form part of our induction and probation processes and underpin our 1-1 conversations. Each value is listed below with behaviours.

**Accountability** - We take responsibility and ownership for our own actions, behaviours and performance

- We take responsibility to follow things through to completion
- We actively recognise what is working and what is not and are open about mistakes
- We positively contribute to the team and organisation and seek solutions to problems
- We recognise and positively challenge inappropriate behaviour

**Creativity** - We are flexible in our approach; we focus on solutions

- We adapt our approach keeping the best outcome for all in mind
- We encourage people to try out new approaches and ideas
- We learn from others to find solutions and to improve performance
- We encourage and support people to take measured risks

**Learning and Encouraging** - We recognise our success; we provide support to further our skills and experience

- We support and encourage each other to be our best
- We recognise and appreciate the contribution that everyone makes
- We take responsibility for finding opportunities to learn for ourselves and develop
- We support others to develop and learn

**Collaborative** - We build relationships; we achieve more together

- We talk with others to understand their perspective
- We find opportunities to get involved
- We involve other people early in our thinking to keep them informed
- We ask other people to get involved in what we're doing to build strong working relationships
- We seek ideas from inside and outside of our team to achieve more impact

**Trust** - We will be open and honest and do what we say

- We are open and honest
- We do the right thing and face up to difficult situations in a sensitive way
- We do what we say we will
- We demonstrate integrity by being fair and balanced in our approach
- We commit to the team agenda rather than personal priorities
- We treat each other as we would expect to be treated

## Conditions of Service

The following is an outline of the main terms and conditions of service attached to the post. More detailed information can be provided on request or discussed at the interview stage.

**Salary** – Grade 5 Scale Point 17 (currently £29,028 per annum) rising to Scale Point 20 (currently £31,500 per annum).

*Please note, if stated on your application form that you wish to apply for the role on a part time or job share basis, The salary stated above will be pro rata'd to the contracted hours offered.*

**Hours** – An average working week of 37 hours (annualised hours), including evenings and weekends.

**Annual Leave** – The Council operates a standard holiday year from April to March. The entitlement for annual leave for this position is 236.8 hours (32 days) and rising to 273.8 hours (37 days) after 5 years continuous service. This also includes a standard 8 Bank Holidays (59.2 hours), although this may vary depending on the number of Bank Holidays that fall in a particular leave year.

Your annual leave entitlement as above will be calculated on a pro-rata basis dependent on the number of hours you work. The number of equivalent days may also vary based on your working pattern.

**Sickness** - The provisions of the national Scheme of Conditions of Service apply which provides for up to 6 months full pay and 6 months half pay after 5 years continuous local government service.

**Pension** - You will be entitled to join the Local Government Pension Scheme. Further details can be provided on request.

**Notice Period** - The period of notice is 1 month.

**Probationary Period** - The appointment is subject to a six month probationary period.

**Criminal Records** – The Council is an Equal Opportunities employer and as such the disclosure of a criminal record, or other information, will not necessarily exclude you from consideration for appointment. Any such information will be considered in relation to the tasks and responsibilities required of the postholder and the circumstances and environment in which the role would require you to work.

Failure to declare a conviction, caution, reprimand or final warning may, however, disqualify you from appointment, or result in dismissal if the discrepancy comes to light. A copy of our Policy for Employment of persons with criminal convictions can be viewed by [clicking here](#).

**Safeguarding** – Chelmsford City Council is committed to promoting the welfare and protection of children, young people and vulnerable adults. Even if your job does not involve working directly with children, young people or vulnerable adults you would be expected to keep your eyes and ears open, as the responsibility of spotting abuse and ensuring the safety of those most vulnerable falls on us all. As part of this commitment the Council ensures that all jobs are reviewed and applicants successful at interview undergo a DBS check where necessary.

Employees who breach the Council's safeguarding policy or fail to follow safeguarding procedures will face investigation and possible disciplinary action, which could lead to dismissal and a criminal investigation.

**Equal Opportunities** – Chelmsford City Council is an Equal Opportunities Employer.

## Benefits

**UK Healthcare Cashplan:** The Council pays for a healthcare cashplan for all Permanent members of staff who have successfully passed their probationary period.

**Professional Fees:** The Council will pay the annual subscription to one professional body if this is a requirement of the post.

**Employee Assistance Programme:** Available for all employees, this is a free confidential service provided by the Council offering expert advice, invaluable information, specialist counselling and support.

**Season Ticket Scheme:** Staff can apply for a loan to purchase season tickets for travel to work by train or bus. You will be given a cheque for the full amount of the ticket and the loan will be repaid over a period of 12 months by means of monthly deductions from your salary. There are some terms and conditions, and the scheme is not open to all staff.

**Staff Travel Plan:** The Council's Staff Travel Plan contains a package of measures to reduce the use of private cars. It aims to promote walking, cycling, using public transport and car sharing. The Staff Travel Plan includes discounts such as 20% off season tickets. In addition there are shower and changing facilities, secure bike parking and parking spaces for car sharing. Regular Staff Travel promotions and events are held throughout the year.

**Bike Loan Scheme:** Staff can apply for a loan to purchase a bike or cycling equipment for travelling to work. An advance will be made via cheque (up to the value of £1000) and the loan will be repaid over a period of 12 months by means of monthly deductions from your salary, which can save you up to 42%. There are some terms and conditions, and the scheme is not open to all staff.

**Staff Discounts:** Chelmsford City Council employees benefit from various discounts to many businesses in Chelmsford.

**Subsidised Car Parking:** Available for new employees, parking currently offered at Meadows Retail Multi-Storey.