

Electrical Technician

Job Description / Person Specification

Contents:

[Job Description](#)

[Person Specification](#)



www.reading.gov.uk



Reading
Borough Council
Working better with you

Job Description

Job Title Electrical Technician

Location The Hexagon, Town Hall Conference Centre and Concert Hall, 21 South Street Arts Centre and any others as may be used from time to time.

Grade/Salary Range RG4 (SCP 21-28, gateway at SCP 25)

Cultural and Economic Development
DENS

Job Purpose

The Electrical Technician is part of a technical team responsible for the setting up, preparation and stage operation for a variety of events in all the venues operated and used by Reading Arts & Theatres.

The post holder will be based at the Hexagon but can expect to work on a regular basis at the Town Hall Concert Hall and 21 South Street Arts Centre in all performance and presentation aspects of events at the venues.

Designation of Post and Position within Departmental Structure

Within the management structure the Electrical Technician is responsible to:

General Manager
Technical Manager
Stage Manager
Chief Electrician

And is responsible for:
Casual Technicians

Main Duties and Responsibilities

To ensure the smooth operation of all shows, events and conferences at all Arts & Theatres venues, with particular responsibility for all electrical presentation and management.

1. To work on get-ins, get-outs, and performance of events in whatever technical capacity required.
2. Lighting - Interpret lighting plans from visiting companies. Ability to draw up lighting plans, specific to the venue and the event. Rig and focus lighting, working with visiting companies and in house technicians. Operate lighting desks in all venues, with

the ability to plot as well as operate. Experience in rigging and operation of intelligent lights.

3. Sound - Ability to interpret sound requirements from visiting companies, and use of appropriate local equipment. Operate digital sound desks across all venues.
4. Audio visual - setup and operation of audio visual equipment; build screens, connect projectors, connect IT equipment, integrate with sound equipment
5. To ensure that all lighting, sound and AV equipment is handled, maintained and operated correctly for the effective presentation of all performances.
6. To ensure all technical working areas are kept tidy, safe and secure.
7. At get in stage to liaise with all external users to confirm production requirements specific to the event.
8. To supervise the use of all technical equipment, ensuring the safe and proper use.
9. To ensure that any equipment hired or toured in is correctly connected to the in-house system(s) and complies with relevant safety regulations and/or licence requirements.
10. To be aware of all Health & Safety and emergency procedures and requirements.
11. To ensure that outside personnel are aware of any relevant house rules or limitations.
12. Supervise casual staff, ensuring staff are briefed on the event taking place, and at all venues, trained in relevant equipment and are informed of any specific Health and Safety issues.
13. To deputise for the Chief Electrician and Technical Manager where necessary.
14. To undertake the above duties as required at other events and venues within RBC

Gateway progression

1. Design, plot and operate lighting for shows in all 3 venues. Demonstrating knowledge of both generic and intelligent lights and their appropriate use.
2. Set up and operate large, complex sound events in all 3 venues. Demonstrating knowledge of the different types of microphone and their appropriate use.
3. Identify new ways of delivering service, recommending and implementing change, including implementing/changing Risk Assessments that have a direct impact on the operational elements of the role.
4. Demonstrate ability to operate large complex sound events.

5. Advise and brief visiting companies in H&S corporate protocols ensuring events are safely run.
6. Deliver a positive professional service to help ensure the venues deliver an excellent programme of events.

Scope of Job (Budgetary/Resource Control/Impact)

Responsible for maintenance of equipment at all venues.

Responsible for the successful delivery of technical elements for the events programme at all venues.

Special/Other Requirements/Responsibilities of this Post

Level of DBS check required for this post No Check Required

What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks) N/A

Is this post “politically restricted”? NO

Responsibility for Health & Safety: LEVEL 3

Please specify responsibility for implementing the Council’s risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified Responsible for implementation of Risk Assessments for all venues.

Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties & Responsibilities” above

Person Specification

Qualifications/Education/Training

1. Literate/numerate to be able to interpret technical requirements and plans.
2. Full/Clean Driving Licence.
3. IT literate to be able to understand and operate digital technical equipment.

Experience

1. At least one years full-time recent experience in similar work.
2. Previous experience of first line maintenance of technical equipment.
3. Previous experience of dealing with visiting companies and hirers

Skills, Abilities & Competencies

To be able to:

1. Communicate effectively with incoming personnel and colleagues.
2. Use safe lifting and handling techniques.
3. Show previous experience of mixing live sound.
4. Show previous experience of design, rigging and operation of both generic and intelligent lighting.
5. Show previous experience of setting up and use of AV equipment in both conference and theatrical environments.
6. *Experience in use of ladders, tallescope and working at height.*
7. *Work with and supervise other staff.*

Specific Working Requirements

1. Working long and unsociable hours will be required: including evenings, weekends and bank holidays.
2. Some heavy manual work.