

Fixed Term Theatre Technician: Context and Person Specification

Job Title: Theatre Technician – fixed term

Salary Scale: Basic full-time salary:
£23,795 - £26,227

Reports to: Technical Manager

With opportunities for overtime

Base: Theatre Royal Winchester

Hours: Full-time, 36 hours a week
Initial 6 month contract with option to extend subject to circumstances

This post may be subject to a DBS check

Job Context

Play to the Crowd is an arts and education charity that incorporates:

- Theatre Royal Winchester - a mid-scale heritage theatre;
- Hat Fair, an annual Outdoor Arts festival; and
- A year-round programme of creative learning, participation and community projects including Playmakers Youth Theatre.

Play to the Crowd is an equal opportunities employer and welcomes applications from people from the widest possible diversity of backgrounds, cultures and experiences as well as job share propositions.

Job Purpose

To work as part of a small technical team based at Theatre Royal Winchester providing excellent all round technical support for all the organisation's events, both in the theatre and beyond.

This role is for a fixed term of 6 months with an option to extend this subject to Play to the Crowd and the post holder being in agreement.

The job requires regular heavy lifting (between 10kg and 30kg), climbing vertical ladders, moving weight at height.

Knowledge, Experience, Skills and Qualities needed:

	Essential	Desirable
Knowledge & Experience	<ul style="list-style-type: none">• Able to programme lighting desks (ETC Ion), with knowledge of generic and LED fixtures, as well as moving lights• Able to demonstrate a working knowledge of Sound and AV set-ups and operation including multi-channel mixing, using the sound desk for sound manipulation, programming sound cues and stage sound set up• Knowledge and experience in using QLab• Understanding and implementation of best practice in relation to Health and Safety• Able to execute simple lighting designs for music events and comedy	<ul style="list-style-type: none">• Previous work in a receiving venue• Experience in counterweight flying• Experience of projection• PAT/EET qualification• Electrical qualification• IOSH/NEBOSH qualification• First Aid qualification• Tallescope qualification• Experience working with DANTE based systems• Basic knowledge of IT networking• Experience with Yamaha Sound Consoles
Skills & Qualities	<ul style="list-style-type: none">• Able to work flexible hours, including regular evenings, and weekends as required• Able to work at heights• Theatre equipment maintenance skills• Strong communication skills• Numeracy skills (GCSE or equivalent)• Microsoft Office literate with basic administration skills• Personable and outgoing• Resourceful and innovative	<ul style="list-style-type: none">• Passion for the arts• Imaginative and creative• Confidence in working with a diverse range of people• Willingness to learn

Principal Responsibilities:

Technical Operations

- To operate and set up sound and AV equipment.
- To assist in the safe flying and operation of the counterweight system.
- To plot, programme and operate lighting states for incoming shows and have some lighting design skills.
- To carry out stage management functions as necessary for events at the theatre and for other venues or projects.
- To cover technical and operating duties as the duty technician during shows.
- To contribute to and facilitate the smooth running of pre-rigs, load-ins, fit-ups, get-outs and shows, in line with health and safety legislation and the requirements of the visiting company.

Maintenance and Best Practice

- To ensure that the electrical installation within the venue is safe and that faults are dealt with promptly.
- To service, maintain and install electrical materials/equipment in line with IET Regulations.
- To liaise with outside contractors where appropriate, ensuring that all work is carried out to the highest possible standards and in line with Health & Safety requirements.
- To implement and comply with the company Health & Safety Policy, maintaining the safest possible environment for colleagues, visiting companies and customers.
- To ensure that only competent personnel are allowed to operate electrical equipment within the venue and that they adhere to the company Health & Safety Policy.
- To complete regular inspections of electrical equipment within the venue and to carry out PAT testing in line with health and safety legislative requirements.

Administrative

- To attend regular meetings with venue management to liaise on health and safety issues and to discuss forthcoming show requirements.
- To produce accurate quotations for any work to be undertaken within the venue for submission to the venue management as needed.
- To plan pre-rigs and liaise with visiting companies on their technical requirements.

General

- Champion the organisation's values and act as an advocate for the organisation with the public and key stakeholders.
- Adhere to organisational policies and procedures, and carry out all tasks to the highest standards in accordance with best practice.
- Actively support the organisation's action plans in respect of inclusion and equality.
- Participate in training, and other forms of staff and team development.
- Undertake such other tasks as are agreed with the Management of Play to the Crowd.
- Comply with the company's Health and Safety policy at all times.

Benefits include:

- Contributory pension
- Employee Assistance Programme
- 25 days annual holiday plus bank holidays, increasing by 1 day a year up to 30 days plus bank holidays
- Access to complimentary theatre tickets
- Free membership of Play to the Crowd
- Theatre Bar discounts

In addition to a commitment to the values, aims and objectives of Play to the Crowd, candidates should be able to show clear evidence of how their knowledge/skills/experiences match the Person Specification and support delivery of the Job Description in their application