



## **Theatre Technician (P/T)**

### **Job Description**

The post of **Theatre Technician** has been created to ensure the smooth-running, efficiency and safety of technical aspects of Westacre Theatre work.

#### **Responsible to:**

Westacre Theatre Management team

#### **Responsible for:**

Provision of lighting, sound and projection for Westacre Theatre presentations, overseeing venue health and safety policies and their implementation, maintaining venue equipment and technical supplies, assisting with set fit ups and get outs, and working collaboratively with members of the Management team and others to ensure safe work practices are followed.

### **Main Duties and Responsibilities**

#### **In-house theatre productions and presentations**

(in conjunction with the production director):

- designing, rigging, focusing, plotting and controlling lighting
- designing, recording, plotting and controlling sound
- assisting with the resolution of any technical issues

#### **Visiting companies:**

- liaising with the visiting company technical staff to provide requisite lighting and sound
- with reference to the visiting company's rider, to oversee hospitality for the company within the theatre
- assisting with the resolution of any technical issues
- requesting appropriate H&S documentation and public liability insurance documents from visiting companies and ensuring they are correct
- ensuring that visiting companies adhere to Westacre Theatre's H&S policy whilst on site (see below)

#### **Other events:**

- providing technical support, including resolution of any technical issues, for live by satellite transmissions and other screen presentations

To monitor the lighting, sound and other technical consumable stock and liaise with the theatre office in its replacement

To maintain in reasonable order the various technical storage spaces within the Westacre Theatre sites and to monitor and maintain electrical equipment throughout the theatre such as light bulbs and parking lights and emergency signs.

In conjunction with the Management team, to maintain a safe working environment at all times and to understand and comply with health and safety policies and to oversee their implementation in relation to visitors and other technical users. This will include overseeing weekly, monthly and annual testing and maintenance of technical, safety and emergency equipment.

To use the Theatre online diary to plan own work schedule, entering planned work times to the diary

To be able to take box office telephone bookings as part of the team when working in the office

To undertake any other duties and responsibilities as may be reasonably required by the Management team

**Specific Qualities and Qualifications:**

- Competence in and experience of the use of stage lighting and sound equipment (knowledge of QLab and ETC Element lighting console desirable)
- Willingness to work with and mentor volunteers and young people
- Ability to work flexibly within a small close-knit team
- PAT Testing qualification desirable
- ability to cope with a flexible, irregular working pattern including some weekends and evenings each month.

**Remuneration:** £9,100 per annum

**Hours:** Average 17.5 hours per week

**Holiday entitlement** 14 days inc. public holidays (based on full-time statutory entitlement of 28 days)

**Notice:** One calendar month on either side.

NB. No overtime payments will be made but Time off in Lieu will operate.

**April 2017**