

TENDRING DISTRICT COUNCIL

JOB DESCRIPTION

Department: Economic Growth & Leisure

Post No: 20001041

Job Title: Casual Theatre Technician

Grade: 2

Reports to: General Theatre Managers

1. JOB PURPOSE

The primary role of the post is to carry out specific and general tasks associated with a varied program of events held in the Princes Theatre, Clacton. To meet the demands of hirers of the venue, touring companies and visiting artistes and to act in accordance with the Public Entertainment License conditions.

2. JOB ACTIVITIES

- To assist visiting productions with setting up on stage lighting and/or sound equipment and the removal of the equipment after the performance.
- To assist with changing the venue from a flat floor situation to theatre/event/civic meeting style set up.
- Responsible for the stage area during productions. Work with visiting crews and liaise with visiting Stage & Tour Managers. Instruct in-house stage crew and other technical staff as and when necessary to ensure smooth and efficient operation of events.
- Assisting the Stage Manager as outlined above. To help move sets and scenery and operate the stage counterweight system.
- Assist with the evacuation of the theatre in cases of emergency and to ensure that all incoming companies and crews are fully aware of the fire evacuation procedure and other emergency procedures and that their full compliance is observed.
- To ensure that high standards of housekeeping are maintained in all working areas on and around the stage and audio.
- Liaise with and carry out instructions given by the duty House Manager.
- Required to set Front of House and stage lighting to meet the requirements of visiting and in house productions. Work with visiting operators and riggers to ensure their requirements can be met and that they are achieved in accordance with Public Entertainment License conditions.
- Operate the lighting control desk as and when required for in house and visiting productions.
- Required to set and operate sound systems at various in-house events and to assist and advise visiting sound operators.
- Required to operate Follow Spotlight during performance held at the theatre.
- To ensure the correct and safe usage of all lifting and stage machinery, lighting and sound equipment at all times and to inform the General Theatre Technical Manager of any defect or fault that occurs and ensure the correct action is taken as soon as possible.

- To promote good working practices and maintain high production values at all times within the Department.
- To undertake basic maintenance duties as required to ensure the workplace adheres to health and safety requirements and all staff are informed.
- To be familiar with and comply with current Health and Safety regulations relevant to the industry and to keep abreast of any changes.
- To create and review Risk Assessments wherever appropriate and communicate updated safety news to all concerned. To ensure that all actions prescribed by a risk assessment are implemented and maintained.
- To maintain secure and tidy storage of all technical equipment.
- To maintain equipment inventories and report to line manager if stock needs re-ordering.
- Co-ordination of Portable electrical Appliance Testing of theatre appliances. Maintenance of presentation equipment, e.g. video, monitors, projectors, screens and OHPs, ordering repairs where necessary.
- Troubleshooting and fixing any equipment issues.

3. SUPERVISION AND RESPONSIBILITIES

- To attain optimum performance in service delivery within your area of responsibility.
- The post holder should seek the advice of the Entertainments Officer on difficult or contentious decisions.
- The post holder will be under the supervision of the General Theatre Manager (Technical).

4. SPECIAL CONDITIONS

- The post holder must comply with legislative requirements of health, safety and welfare ensuring good practice standards at all times.
- To ensure proper adherence to the Council's Grievance, Disciplinary, Capability, Harassment and other personnel policies and procedures.
- Take all possible reasonable steps to create a harmonious working environment using consultation, effective communication and team working techniques.
- Must be available to work evenings, weekends and bank holidays to meet the demands of the service.
- Willing to undertake the appropriate training to ensure that the requirements of the Public Entertainment Licence conditions are complied with

This job description is a guide to the duties the post holder will be expected to undertake. It is not required to be exhaustive or exclusive and will be changed as working requirements dictate.

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PERSON SPECIFICATION

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PROFESSIONAL & TECHNICAL DEVELOPMENT

Audio

Essential:

- Knowledge of digital and analogue desks and radio microphones in a live environment.
- Experience of operating theatre productions, small bands and presentations.
- Ability to rig sound systems.

Desirable:

- Experience in Yamaha TF5 or equivalent playout systems
- Experience of basic sound design using.

Lighting

Essential:

- Experience of rigging and operating theatre lighting including moving fixtures.

Desirable:

- Knowledge of LED fixtures
- Knowledge of Zero88 Orbxf or equivalent consoles.

Staging

Essential:

- Understanding of theatrical rigging and staging techniques

Desirable:

- Experience of counterweight flying systems.

General

Essential:

- Excellent team worker
- Experience with working to tight deadlines.
- Experience with working in a pressurised environment.

Desirable:

- Basic knowledge of video and projection
- Full clean driver's license
- Willingness to work in a team-based environment.
- Basic knowledge of PAT testing/electrical safety.

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COMPETENCY REQUIREMENTS

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The following competencies will be used in making the initial selection decision, it will help the assessment of your application if you ensure it addresses each of the requirements set out in this document.

9.1 Professional and Technical Development

- a. Undertakes personal development through gaining relevant planned experience
- b. Obtains the qualifications required for the job
- c. Conducts continuous professional (or technical) development
- d. Maintains an awareness of similar roles in other organisations
- e. Engages positively with the Appraisal process

2.1 Working with People

- a. Demonstrates an interest in and understanding of others
- b. Adapts to the team and builds team spirit
- c. Recognises and rewards the contribution of others
- d. Listens, consults others and communicates proactively
- e. Supports and cares for others
- f. Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses

6.2 Delivering Results and Meeting Customer Expectations

- a. Focuses on customer needs and satisfaction.
- b. Sets high standards for quality and quantity.
- c. Monitors and maintains quality and productivity.
- d. Works in a systematic, methodical and orderly way.
- e. Consistently achieves project goals.

6.3 Following Instructions and Procedures

- a. Appropriately follows instructions from others without unnecessarily challenging authority
- b. Follows procedures and policies
- c. Keeps to schedules
- d. Arrives punctually for work and meetings
- e. Demonstrates commitment to the organisation
- f. Complies with legal obligations and safety requirements of the role

8.1 Achieving Personal Work Goals and Objectives

- a. Accepts and tackles demanding goals with enthusiasm
- b. Works hard and puts in longer hours when it is necessary
- c. Identifies development strategies needed to achieve career goals and makes use of developmental or training opportunities
- d. Seeks progression to roles of increased responsibility and influence