

TENDRING DISTRICT COUNCIL

JOB DESCRIPTION

Service Unit: Operational Services

Job Title: Theatre Technician - Supervisor

Post No: 10001443

Reports to: General Theatre manager - Technical

Grade: 4-5

1. JOB PURPOSE

From a Technical Theatre background, you will work with an established team to deliver excellent services to our customers and will be responsible for supervision of repairs and inspection of all these works to ensure value for money and quality. You will also be required to assist with our planned works and events program.

There is regular liaison with customers, internal departments and contractor's therefore strong communication skills are essential. Initiative, willingness to work as part of the team and the ability to organise and supervise works are also important.

2. JOB ACTIVITIES

- a) The inspection of The Princes Theatre to assess, repair and maintenance requirements
- b) To be responsible for collating and disseminating show riders, show reports and creating the rota for casual staff.
- c) Issue instructions and raise orders to contractors to ensure works are carried out
- d) Ensure all requirements are taken correctly to the agreed specification
- e) 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.
- f) Ensuring Health & Safety training, procedures and processes are adhered too
- g) Ensuring a high quality of workmanship
- h) To maintain an informed awareness of new developments and products and changes in relevant policies, regulations and legislation and their likely immediate or future impact on Tendring District Council.
- i) To receive, record, monitor and inspect any complaints in respect of specified works and to take appropriate action
- j) The maintenance of a positive and effective working relationship between the Service and all other Service Units, Contractors and Casuals.
- k) Other duties, as required by the General Theatre Manager - Technical

3 SUPERVISION AND RESPONSIBILITIES

The post holder will verify works correctness, identify and resolve defects and identify any outstanding works

The post holder will assist in the resolution of any subcontractor problems

The post holder will Co-ordinate with subcontractors to ensure that finished works are free from defects and ready for handover

The post holder will communicate with other services and outside organisations

The post holder will be expected to ensure a Best Value approach in all areas of the Service Unit

The post holder must work to attain optimum performance in service delivery within their area of responsibility

The post holder should seek the advice of the General Theatre Manager - Technical on difficult or contentious decisions

Additional work out of normal working hours will be required

4. SPECIAL CONDITIONS

The post holder must comply with, implement and monitor policies and procedures ensuring appropriate standards of health, safety and welfare such that the Council and its employees comply with legislative requirements and 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.

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.

TENDRING DISTRICT COUNCIL

PERSON SPECIFICATION

Job Title: Theatre Technician - Supervisor

Post No:

9.1 PROFESSIONAL & TECHNICAL DEVELOPMENT

- Demonstrate Experience required for the job
- GCSE (A* - D) English Language or equivalent
- Relevant qualifications or demonstrable experience is required

COMPETENCY REQUIREMENTS

The following competencies will be used in making the initial selection decision:

1.1 Deciding and Initiating Action

- a. Makes prompt, clear decisions which may involve tough choices or considered risks
- b. Takes responsibility for actions, projects and people
- c. Takes initiative, acts with confidence and works under own direction
- d. Initiates and generates activity

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

5.2 Creating and Innovating

- a. Produces new ideas, approaches, or insights
- b. Creates innovative processes, products or designs
- c. Produces a range of solutions to problems
- d. Seeks opportunities for organisational improvement
- e. Devises effective change initiatives

4.2 Applying Expertise and Technology

- a. Applies specialist and detailed technical expertise;
- b. Develops job knowledge and expertise (theoretical and practical) through continual professional development
- c. Shares expertise and knowledge with others
- d. Uses technology to achieve work objectives;

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.

The Post-holder should note that there are other competencies relevant to this role which may be used in the on-going appraisal of the post-holder. Please refer to the Career Grade for this post and the full Universal Competency Framework on the Council's Intranet.