



Job Description

Post title	Theatre Technician	Grade	3
Department	Cultural Services	Post ref	CLT04

Overall job purpose

To provide general stage technical support for the Palace Theatre and other venues used by the Authority for cultural purposes.

Reporting relationships

Reports to: Buildings & Technical Manager

Responsible for: Supervision of Casual Stage Crew

Key tasks and responsibilities – post specific

Assist in the planning of all technical matters including the get in, set up, running and get out of productions.

Assist in the set-up, operation and maintenance of lighting, stage & sound equipment.

Assist in all aspects of productions to ensure a high standard of presentation is maintained at all times.

Act as a key holder and secure, lock, unlock the theatre and museum premises as required

Assist in the superficial changes and adaptations of stage sets when required.

Undertake general maintenance duties to ensure that all technical equipment and stage areas are of the required standard to provide a safe environment for both staff and visitors.

Assist with the supervision and work allocation of casual stage crew.

Key tasks and responsibilities – corporate

Operate according to the Council's corporate values and codes of behaviour.

Take responsibility for personal health and safety and have regard to other persons who may be affected by the performance of the duties of the post, in accordance with the provisions of Health & Safety legislation and relevant Council policies and procedures.

Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.

Have a commitment to and understanding of the Council's approach to equality and diversity.

Comply with all relevant Council policies and procedures including financial regulations, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.

Adhere to relevant working practices, methods and procedures and undertake relevant training and development as required and respond positively to new and alternative ways of working.

Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.

Engage with digital models of service delivery and support the implementation of digital working methods.

Employee signature

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.

Employee signature:**Date:****Person Specification****Competencies****Level 3**

<i>Please refer to the employee competency framework for more information about behaviour descriptors for each competency</i>	Essential / Desirable	Assessment
Seeing the big picture	Essential	Interview
Changing and improving	Essential	Interview
Making effective decisions	Essential	Interview
Delivering at pace	Essential	Interview

Skills	Essential / Desirable	Assessment
Providing good customer service	E	AF/Int
Working effectively as part of a team	E	AF/Int
Good communication skills	E	AF/Int
Creative and innovative	E	AF/Int
Capable of working on own initiative.	E	AF/Int

Knowledge	Essential / Desirable	Assessment
Rigging and operation of professional sound equipment.	E	AF/Int
Rigging and operation of professional lighting equipment.	E	AF/Int
Stage management and general stage craft.	E	AF/Int
Good knowledge and understanding of health and safety regulations.	E	AF/Int
Counterweight flying.	D	AF/Int
Pyrotechnics and other special effects.	D	AF/Int

Experience	Essential / Desirable	Assessment
Working on live performances in a professional technical capacity.	E	AF/Int
Previous experience in a similar type of professional venue.	D	AF/Int

Qualifications	Essential / Desirable	Evidence
BTEC Level 3 qualification in a job related subject and/or relevant demonstrable experience	E	AF/Cert
First Aid at Work	D	AF/Cert

Manual handling	D	AF/Cert
Fire warden	D	AF/Cert
Work at height	D	AF/Cert

Additional information / other requirements of the post

- Requirements include working to a flexible rota to meet the service needs over 6 days with typical shifts of 8 hours between 8am and 11.30pm including seasonal requirements, Sundays and Bank Holidays as required.
- Events Technicians may work between the hours of 10pm and 6am as part of a scheduled 'Get In', 'Fit Up', 'Pre-Rig' or 'Get Out'.
- The contractual hours for the proposed role will be annualised over 52 weeks in accordance with service needs paid monthly in 12 equal payments.

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.
If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.

Date produced / last amended

June 2021