

Theatre Technician

Job Description
Person Specification

May 2022

HQ Theatres is the UK's leading regional theatre specialist and part of Trafalgar Entertainment.

The Orchard Theatre is one of 11 venues within the company's current portfolio of regional theatres and concert halls, with capacities ranging from a 200 seat arts centre to a 2,400 seated/standing theatre. HQ programmes more than 2,500 different shows attracting audiences of over 1.5 million.

The Orchard Theatre has established itself as one of the South East's premier theatre venues. Designed to be a flexible performance and events space, the venue can stage anything from large West End musicals to hospitality and cabaret events using the flat floor configuration. The theatre offers first class hospitality, including The Restaurant which is popular for pre-show dining where it offers a great ambience, delicious food and a welcoming team.

Employment type: Full Time

Salary: c. £19,760.00 plus TMA get-out p.a. Dependent on experience, ability and potential

Hours: 40 per week over 5 days out of 7, subject to variation to meet business requirements. Working hours will include evenings, weekends and Bank Holidays.

Work location: You will be based at The Orchard Theatre and may be required to travel to and work at other HQT&H venues. Approved travel expenses will be reimbursed.

Purpose of the role: To ensure a smooth, efficient and safe work environment for all Technicians, Artists and other users of the theatre. To strive to offer the best possible support service to all incoming companies and the public at large so to ensure the achievement of agreed business targets.

Our ideal candidate: A motivated team player and talented all-round technician. You'll be comfortable in a fast-paced receiving house environment and able to remain focused under the pressure of shifting priorities

Closing date: 31st May 2022

How to apply: Send your CV and a covering letter to Will West wwest@orchardtheatre.co.uk. Tell us why you think you are suited to this role, why it interests you and how we'll benefit from having you on board!

REPORTING

You will report directly to Technical and Buildings Manager.

KEY ACCOUNTABILITIES

- To ensure a safe and productive working environment is maintained and that all technical work is executed in compliance with the rules stipulated in the Local Authority Licence for Places of Entertainment, National Health and Safety at Work, ABTT Technical Standards for places of Entertainment and Orchard Theatre/HQ Theatres internal rules of work.
- To support and assist the Technical and Buildings Manager in achieving all required levels of performance and presentation in all areas of the theatre in order to maximise the efficiency and impact of the Technical Department in the successful operation of the Theatre.
- In the absence of the Technical & Buildings Manager or Deputy Technical & Buildings Manager, to liaise in advance with all visiting companies and clients using this theatre to ensure a smooth technical operation for all the performances and presentations.
- In the absence of the Technical & Buildings Manager or Deputy Technical & Buildings Manager, to represent the management in all dealings with visiting companies, artists and clients at stage level.
- To support and advise the casual and visiting staff in areas of safety and general procedures in use at this theatre and ensure all rules are compiled with by all members of staff and visiting companies at all times.
- To ensure that all performances and presentations are accurately recorded (Show report, Recharges and Timesheets) on a daily basis and returned to the Technical and Buildings Manager & Administration Manager.
- To instigate and ensure that all performances start on time.
- To ensure that all performance equipment and property is maintain and tidy and respected by staff and visiting companies at all times.
- To support and participate in all work maintenance programs for the building and equipment and to uphold the safety and security of all equipment and property of this department.
- Personal operation of sound and lighting controls and related equipment during rehearsals and performances; and stage management of events and performances.
- To ensure that the upkeep of all technical areas are maintained with a sense of pride.

Recruitment, Training and Development

- Undertake training and development relevant to the successful execution of the job role.

Other Responsibilities

- Dress in accordance with Company uniform policy and wear protective clothing where issued and instructed.
- The post holder agrees to undertake any relevant training and development that may be required.

- Any other related duties as may, from time to time, be reasonably required by the Technical and Buildings Manager and Theatre Director.

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

PERSON SPECIFICATION

In order to be considered for this post you will need to evidence and demonstrate:

Essential

- Proven successful experience of working in teams so as to achieve targets and to promote individual development and contribution to the employer's business and service objectives.
- Personal achievement in the role(s) of stage technician, stage electrician and/or stage sound specialist.
- Good all-round knowledge of all aspects of Theatre production, to include but not limited to, Sound, Lighting and Stage Management.
- Excellent communication skills.
- Numeracy, literacy and IT skills and knowledge appropriate to the requirements of the post.
- Ability and willingness to work unsociable hours in order to fulfil the requirements of the post.
- A pro-active and positive approach to solving problems in a prompt and independent manner.

Desirable

- Knowledge of the operation of digital sound consoles.
- Knowledge of the operation of ETC Ion consoles.
- A current First Aid qualification.
- IPAF Card
- Experience in counter weight flying.
- Experience of deputising for line managers.
- A full driving licence.