

Job Description: Theatre Technician (Casual)

Reporting To: Senior Theatre Technician

Hours: Casual

Salary: £8 per hr

Job Purpose: To provide technical services for The Playhouse enabling a wide range of professional, student, and community exhibitions, shows, conferences and events. This may involve in the odd occasion, touring with a production outside of The Playhouse buildings. This work will involve working closely with colleagues, students and other stakeholders to deliver a vibrant and frequently changing programme over the calendar year.

Duties:

- To operate competently all theatre equipment for theatre productions, conferences and other events.
- When required, to liaise and act as main contact with visiting theatre companies, performers and in-house projects with regard to "get-in" and "get-out" of specific shows and performances and set up the theatre accordingly and ensure that all technical requirements are met.
- Responsible for signing "in" and "out" of equipment from the Production Office/Theatre and Green Room. Ensuring also that the technician's box is clean and tidy and that all loose equipment is locked away.
- Ensure any equipment borrowed from the Production office is returned to it; i.e. equipment including gels, lights, shutters, cables, extension leads etc., are returned to the Production Office at the end of the performance/event.
- Working with The Playhouse Senior Theatre Technician, caretaker and cleaning staff to ensure that the general theatre spaces are well maintained including Front of House, Theatre, Green Room, Star Dressing Room and Production Office with special regard to the cleanliness of these spaces and upkeep of the stage area including painting of the floor periodically.
- Ensure that specific documentation (e.g. Conditions of Use) or request for additional technicians is completed by theatre companies.
- Ensure that all timesheets are correct and submitted on time.
- Monitor consumables stock and inform Senior Technician when new supplies are required.

- Adhere to child protection and other more general policies and procedures
- Ensuring that the theatre meets all health and safety legislation, including theatre announcements, safety signage, etc.
- When required, produce risk assessments for all in-house theatre / event space activities
- Attend training as required and maintain awareness of health and safety regulations specific to the spaces and equipment used
- Any other duties deemed necessary by the Senior Technician and/or CEO.

Personnel Specification

Experience / Qualifications: Essential

- A minimum of three years technical experience of working in a theatre
- A professional knowledge of lighting, sound and video both principally and practically
- Excellent working knowledge of IT including projector set-up, PowerPoint presentations and the like, and specific theatre industry operating and design programs
- Excellent interpersonal skills, able to communicate clearly and consistently with all theatre and event space users, especially non-technical users
- The ability to communicate verbally and in writing, in a clear and concise manner with a good temperament.
- To have requisite skills to co-ordinate and administer staff, and relevant duties as required.
- Information Technology literate.
- Ability to work flexible hours including evenings and some weekends
- Hold a current full Driving Licence

Experience / Qualifications: Desirable:

- A knowledge of the community arts sector.
- Experience of Designing Sound and Lighting for Theatre
- Experience of working with theatre companies and the general public
- The ability to demonstrate competent administrative and organisational skills.

Work Related Circumstances:

- A “hand-on” orientation
- Punctual
- A willingness to work unsociable hours, if necessary.
- A willingness to undertake any training for the job considered appropriate by The Playhouse Senior Theatre Technician or CEO.
- Enjoy good general health.
- The position will be located in within The Playhouse but on occasion, may be off-site
- Employee must be punctual and ready and able to work each day.