



The Crescent Theatre | 20 Sheepcote Street | Brindleyplace | Birmingham | B16 8AE

T: 0121 643 5858

Job Description
Casual Technician

Job Objectives

We are now looking for a Casual Technician who is sympathetic to the needs of an amateur theatre company but is also able to lead the technical requirements for our external hires. The role requires someone with strong technical skills, knowledge of health and safety requirements and prior experience in a similar role. The Casual Technician will have overarching responsibility for Crescent Theatre equipment and adherence to health and safety legislation.

Reporting to:

Technical Manager

Key responsibilities

Hires

- Oversee get-ins and get-outs to ensure the supervision of hirers at all times. Assisting the hirers technical needs and ensuring all the Theatre's health and safety policies and procedures are followed at all times
- Undertake technical work, e.g. rigging, focusing, sound installation, a/v & projection set-up as directed by the Technical Manager
- Regularly update the Technical Manager of any additional work or equipment supplied to hirers not included in the contract for later billing
- Ensure that all equipment brought in by hirers/users conforms to current regulations
- Provide administrative assistance with all necessary paperwork to facilitate the hire
- Complete any Reports as directed by the Technical Manager
- Ensure the hirer's have completed all necessary documentation including but not limited to PRS and Show Specific Risk Assessments
- Audit, Inspect and Maintain all theatre equipment available to hirers in the interest of asset protection as directed by the Technical Manager

Crescent Theatre Productions

- Perform ad hoc technical tasks for Crescent Productions as directed by the Technical Manager, generally in preparation for incoming productions

Regulatory Requirement

- Ensure that all regulations affecting the operation of the building are satisfied including RIDDOR, COSHH, PAT Electricity at Work 1993; health and Safety, the Rules of Management and Technical regulations for places of Public Entertainment and HASAWA
- Assist the Theatre Manager and the Technical Manager in obtaining all necessary licenses and certificates for the maintenance of the Theatre License

-

Health and Safety

- Act as the Deputy to (in the absence of) Theatre Safety Officer, monitoring the effectiveness of the theatre's Health and Safety Policy.
- Ensure that all users are fully aware of the Company Health and Safety Policy and abide by it
- Provide all necessary members with appropriate training so as to ensure a safe method of working in all technical areas
- Ensure that all contractors are aware of and comply with the Theatre's health and safety requirements
- Undertake Risk Assessments of all incoming sets and to take all necessary action to minimize hazards within working areas

Maintenance

- Adhere to and fulfil a maintenance routine for all electrical and mechanical items in the theatre as directed by/in conjunction with the Technical Manager
- Thoroughly cost any requirement for work by outside specialists as directed by/in conjunction with the Technical Manager
- Carry out regular building inspections performing basic repair work as and when necessary as directed by/in conjunction with the Technical Manager or Theatre Manager
- Monitor all spending, ensuring that value for money is achieved in all transactions as directed by/in conjunction with the Technical Manager

Human Resources

- Attend regular catch-up sessions with your line manager
- Supervise work placements as and when required by the Technical Manager
- Ensure all hours worked are logged on the timesheet system by the end of Saturday each week to be signed off by the Technical Manager

Other Duties

- Carry out any other tasks which may reasonably be assigned by the Technical Manager or Theatre Manager
- Provide service, expertise and/or advice relating to Sound/LX/AV/Staging/Flys as directed by the Technical Manager
- Ensure all theatre property and equipment is used/stored/returned/maintained/cleaned to a satisfactory standard at all times.

Terms and Conditions

The Post holder will be expected to adopt a flexible approach to the requirements of the position, including honouring the theatre's commitments outside normal working hours and public holidays as and when necessary.

The probationary period will be Three months.

This job description is to be used as part of the Staff handbook and in conjunction with the Contract of employment.

REPORTS TO: Technical Manager
HOURS: 0 Hours Casual Contract
RATE: £9.60