



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

T: 0121 643 5858

**Person Specification and Job Description
Technician 20hr minimum**

Job Objectives

We are now looking for a 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 with emphasis on lighting or stage, knowledge of sound, health and safety requirements and prior experience in a similar role. The 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 licences and certificates for the maintenance of the Theatre License
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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 minimise 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 basic working week will be 20 hours worked over a week, Sunday to Saturday according to the organisation's needs. For time worked over 20 hours a system of time off in lieu will operate. 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. Working over 20 hours some weeks depending on the needs of the business with the time made up on quieter weeks.

The probationary period will be Three months.

There is an annual leave entitlement of 5.6 Weeks Pro-rata including bank holidays. All leave must be agreed by the Theatre Manager.

Person Specification

The position of Technician requires expertise in theatrical technical skills alongside a willingness to be a hands on line manager.

Experience

- Experience gained within a hands on technical and supervisory context is essential
- Theatre background
- Lighting Designer

Intellect

- Can suggest and where appropriate implement solutions appropriate to the situation.
- Gathers facts and analyses situations in accurate and organised fashion.
- Demonstrates creative and imaginative response to problem solving

Motivation

- Is proactive with the ability to react positively to unexpected circumstances.
- Takes responsibility for work issues and problems of a technical nature
- Initiates and implements improvements to work processes and practices individually and for those reporting to them
- Understands the organisation's goals and direction and sees that they fit with their own.

Drive

- Is energetic and enthusiastic.
- Committed to the role, the organisation and to the employees
- Confronts and overcomes obstacles to progress

Organisation

- Has the ability to plan workload but remain flexible for others and for themselves.
- Meets deadlines and displays strong administrative and organisational skills.
- Demonstrates a capability to balance competing demands.

Teamwork

- Maintains the confidence and mutual respect of colleagues at all levels

- Is able to lead teams to work collectively towards objectives.
- Creates an open and supportive team climate

Judgement

- Can think and act rationally and maturely.
- Can weigh up information, issues and evidence and draw balanced conclusions.
- Is able to learn from experience.
- Knows when to ask for support and advice

Credibility and Communication

- Projects appropriate professional image.
- Speaks clearly and persuasively when interacting with internal and external people.
- Keeps their line manager informed of progress or difficulties.
- Is able to seek advice from the Technical Manager or Theatre Manager if they feel unsure about how to deal with difficult situations or Health & Safety matters

Resilience

- Remains balanced and rational in dealing with others at all times

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: 20 hours per week minimum
RATE: £12.45