

JOB DESCRIPTION

Job Title: SENIOR TECHNICIAN (SOUND)

Reporting to: TECHNICAL CO-ORDINATOR

Salary: as per letter of agreement

Hours: as required, but no less than an average of 39 hours per week and within the Working Time Regulations

Period of notice: four weeks

Primary Objectives

To be responsible for achieving and maintaining a high standard of operational efficiency in the Theatre's Technical & Stage Area including the efficient operation of all its functions; assisting in the planning and development of the department's capability to respond to the Theatre's programming needs; and the cost-effective control of budgets.

Duties will include show duties on both the theatre's and visiting productions as well as technical work to support the creation of the theatre's productions. The position requires someone to work in all fields (stage, lighting and sound) with a particular focus on and responsibility for the sound department.

Main Duties

Production

- Operate and mix the theatre's sound and other technical equipment to the highest standards.
- Prepare all pre show paper work for in house Productions
- Rig and maintain the Theatre's sound and other technical equipment to the highest standards.
- Operate and maintain the Theater's other technical equipment as required.
- Take a leading part in all aspects of get-ins, fit-ups, and get-outs, as necessary.
- Take a leading part in production and other meetings as required.
- Prepare sound effects and recorded music and make properties and practicals as agreed with Technical Coordinator, Head of Production and/or Head of Production Workshops.
- Work with designers to achieve the highest possible design and technical standards.

Departmental

- Act as a duty technician during visiting events, including taking charge of the backstage area and running prompt corner as required.
- Document chargeable expenses for visiting productions
- In consultation with the Technical Coordinator maintain the sound equipment, building plant, flying system, and staging equipment.
- Maintenance and housekeeping of all technical and stage areas and equipment.
- Assist the Technical Coordinator and Head of Production in overseeing outside contractors (including London Borough of Havering staff) in respect of work on stage and technical equipment.
- In consultation with the Technical Coordinator and Head of Stage and Performances assist in hiring and buying equipment for productions and departmental maintenance while exercising tight control of the department's budgets.
- Assist the Technical Coordinator and Head of Production in the motivation, and supervision of all technical staff.
- Provide informal training and support to develop the skills of other department members.
- Assist in overseeing the work program of work experience students in the stage area.
- Maintain effective communications throughout the department.
- Provide support and help to ensure the staging needs of the Learning and Participation Department as required.
- Co-operate with other production departments as required on all projects.
- Maintain up to date knowledge of current and new equipment and practices.
- Undertake other tasks as may reasonably be required by the Technical Coordinator and Head of Production.

Other

- Ensure that Theatre staff and contractors comply with Health & Safety requirements at all times.
- Ensure compliance with licensing and other regulations for all shows via the Head of Stage and Performances.
- Take positive action to promote Equal Opportunities in all aspects of the work of the Queen's Theatre
- Agree to abide by Queen's Theatre policies such as Health and Safety, Safeguarding etc
- Maintain confidentiality in all areas relating to the Queen's Theatre

January 2017

PERSON SPECIFICATION

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EXPERIENCE

- Essential** At least three year's technical work in a professional theatre, preferably in a producing house.
A thorough understanding of the production process
- Desirable** Maintenance of electrical technical equipment
Receiving venue, and/or touring,
CCTV and video; Pyrotechnics

SKILLS & ABILITIES

- Essential** Knowledge and Rigging of sound systems
Operation of sound controls, including live mixing of musicals
Use of Qlab for sound playback
Radio Mics and 'Sound 2' work
Working knowledge of other aspects of technical theatre (e.g. lighting, counterweight flying...)
Knowledge of Health & Safety
Computer literacy
PAT testing
- Desirable**
Stage Management experience

QUALIFICATIONS

- Desirable** Diploma or other qualification from reputable drama college
C & G 236, or 1820; NVQ
First Aid at Work certificate

DISPOSITION & ATTITUDE

- Essential** Ability to work as part of, and fit into an existing team
Willingness to learn new skills, and work in all technical disciplines
Initiative to work alone with minimum of supervision
Efficient time management with ability to work to strict deadlines
Positive and flexible approach to problem solving, attention to detail
Ability to remain calm in stressful situations
Willingness to work unsociable and irregular hours