

JOB DESCRIPTION

Job Title:	Technical Administrator
Reporting to:	Head of Production
Salary:	Up to £22,792 p.a
Hours:	as required, but no less than an average of 39 hours per week and within the Working Time Regulations
Period of notice:	one month

Primary Objectives

To provide efficient administration, communication and day to day planning for the Technical team, providing technical cover to specific events and general assistance to the Head of Production and Technical Manager

Main Duties

- Arrange a technical meeting with hirers of the Theatre at a suitable point before their first performance.
- Prepare the account for all presented work including staff hours, consumables and pass to the Head of Finance for billing.
- To communicate effectively all details of presented work to the Technical Manager and Technicians
- To maintain effective communications throughout the team.
- To process time sheets and input orders
- To maintain and update a database of casual staff and engage services as requested by the Technical Manager and Head of Production
- To be responsible for ordering technical consumables and domestic light bulbs within agreed budget.
- To draw up and issue Technicians staffing call sheets a month in advance in liaison with the Technical Manager
- To attend weekly cross organisational Producing meetings
- To attend monthly Health and Safety meetings as a representative of the Technical team

- To support best practice in Health and Safety across the technical function, drawing up risk assessments and working codes of practice and procedural improvements as required
- To support the researching and planning of capital projects at the Theatre, meeting contractors, obtaining quotes and attending relevant project meetings.
- To take an active part in all aspects of get-ins, technical periods and get-outs of produced and co-produced projects.
- Provide technical cover to visiting companies so that their work is presented to a high standard.

General

- To undertake other tasks as may be reasonably required by the Head of Production.
- To be an effective representative of the Queens Theatre Hornchurch in all situations and demonstrate the highest level of customer care and service.
- To undertake training as required.
- To be aware of, adhere to and uphold, the Theatre's policy on Equality of Opportunity.

PERSON SPECIFICATION

EXPERIENCE

Essential	Working in a theatre
Desirable	Working in the Production Department of a theatre Knowledge of Union agreements including Equity, BECTU & MU. Operation of lighting control and /or sound mixing for producing and presenting theatre company, and/or touring, especially one night presentations

SKILLS & ABILITIES

Essential	Good working knowledge of Excel Knowledge of Health & Safety Computer literacy
Desirable	Rigging lighting and sound Working on gets in's and get out's

QUALIFICATIONS

Desirable	First Aid at Work certificate Clean Driving Licence
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DISPOSITION & ATTITUDE

Essential	Strong communication skills Ability to work as part of a team Willingness to learn new skills Initiative to work alone and with minimum of supervision Efficient time management with ability to work to strict deadlines Positive and flexible approach to problem solving with attention to detail Ability to remain calm in stressful situations Willingness to work unsociable and irregular hours Interest in theatre Aptitude for providing a warm and supportive service to creative teams, visiting companies and hirers
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