

JOB DESCRIPTION

Job Title:	Technician
Reporting to:	Technical Manager
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

Part of the team that delivers friendly, welcoming and highly professional standards.

Main Duties

- To undertake the efficient day to day maintenance and housekeeping of all technical and stage areas and equipment.
- To operate or mix during a range of performances, the Theatre's flying, stage, lighting, sound, a/v and technical equipment to the highest standards.
- To rig and maintain the Theatre's flying, stage, lighting, sound, a/v and technical equipment to the highest standards.
- To prepare sound effects and recorded music.
- To take charge of the backstage area when duty technician during presented events including making Front of House calls as required.
- To make properties and practicals as required by the Technical Manager.
- To take an active part in all aspects of get-ins, fit-ups, and get-outs, as necessary.
- To undertake first line maintenance of building plant, flying system, and staging equipment.
- To assist in overseeing the work programme of work experience students in the stage area.
- To take an active part in production and other meetings as required.
- To assist the Technical Manager in the motivation, and supervision of casual stage staff.
- To assist the Technical Manager in overseeing outside contractors in respect of work on stage and technical equipment.
- To ensure that all Theatre staff and contractors comply with Health & Safety requirements at all times.

- To ensure compliance with licensing and other regulations for all shows
- To maintain effective communications throughout the team.
- To provide support and help to ensure the staging needs of the Learning and Participation projects.
- To collaborate with other production teams as appropriate on all projects.
- To assist designers to achieve the highest possible design and technical standards.
- To maintain up to date knowledge of current and new equipment and practices.
- To assist in hiring and buying equipment for productions and departmental maintenance while exercising tight control of the budgets.
- To undertake other tasks as may reasonably be required by the Technical Manager and Head of Production.

General

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

January 2018

PERSON SPECIFICATION

Job Title: **TECHNICIAN**

EXPERIENCE

- Essential Previous experience in a professional theatre.
- Desirable Maintenance of electrical technical equipment
 Operation of lighting control and /or sound mixing for producing
 and presenting theatre company, and/or touring, especially one
 night presentations
 PAT testing; CCTV and video; Pyrotechnics

SKILLS & ABILITIES

- Essential Knowledge and rigging of lighting and sound systems
 Operation of lighting control, and sound mixing
 Knowledge of counterweight and winch flying
 Knowledge of Health & Safety procedures
 Computer literacy
- Desirable Preparation of sound effects
 Live sound mixing of musicals
 Operation of ETC Gio lighting controls
 Knowledge of Digico mixing desks
 Knowledge of Qlab
 Knowledge of Autocad
 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
- Aptitude for providing a warm and supportive service to creative
 teams, visiting companies and hirers
 Ability to work as part of a close 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