Gravesham Borough Council

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| Division: | Communities |
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| Department: | Customer and Theatre Services/ Woodville |
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| Post Title: | Theatre Technician |
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| Grade: | Scale 2-4 (progression grade) |
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| Hours | 37 |
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| Responsible to: | Technical Manager |

**Job Description**

**Job summary**

The Theatre Technician will report directly to the Technical Manager, they will be responsible for all aspects of the day to day running of the technical department at The Woodville and to support the Technical Manager in facilitating the staging and technical requirements of each production or event and the efficient management of the department as a whole.

**Main responsibilities**

To ensure the safe and efficient fitting-up and getting-out of all productions held at the Woodville in agreement with the Technical Manager and/or the touring Production Manager.

To brief incoming companies on Health and Safety as related to The Woodville.

To supervise casual staff (in the absence of Technical Manager)

To ensure the safe and efficient flying of scenic pieces, cloths etc as required.

To work shows as Flyman / Show Crew / LX / Sound as required.

To operate digital cinema projection, including ingesting, play-listing, scheduling, and screening of:

* DCP/KDM’s
* DVD’s
* Blu-Rays
* Still and video images from computers, laptops etc
* Live/as-live screenings

To undertake the pre-show preparation / assembly of scenic pieces and Technical equipment.

To ensure the maintenance and tidiness of the backstage area, fly floor, grid and workshop / dock and all other technical areas to the satisfaction of the Technical Manager, reporting any fault immediately.

To maintain in good repair all scenic drapes, the Technical department’s tools and other stock items, advising on damage etc when appropriate.

To attend Technical meetings, read through’s and rehearsals as required.

To ensure that all rooms have been set up appropriately and in a timely manner for any event booking.

To assist with turn-arounds between shows and events, which includes taking out theatre seating. (Manual handling)

To understand the importance of Health and Safety in Technical Theatre, and to implement and adhere to policy and best practise at all times.

To assist other members of The Woodville Technical Team, including helping with set-ups, event support and any other appropriate role as required by the Technical Manager.

**General**

To carry out such other duties as may be required of you, commensurate with the grade and level of responsibility, as directed by management.

To participate as required in the Council’s Emergency Planning Operations which may involve duties outside the post holder’s normal job description and contracted hours.  In the event that an incident has occurred which disrupts the council’s ability to deliver it’s critical functions, the post holder will be expected to participate in the recovery stage which may include undertaking duties within the post holder’s competencies in other departments and/or at other locations.

A commitment and contribution to the Council’s Equal Opportunities Policy is an essential requirement of the post.

The post holder will carry out all duties and activities having regard to the provisions of the Health and Safety at Work Act 1974, and in accordance with any instructions from senior members of staff under that Act or any Council or Departmental Codes of Practice or Procedures.

The post holder will comply with Statute and Council Policy in all respects.

An awareness and commitment to section 17 which places a statutory duty on police and local authorities to work in partnership to reduce crime and promote community safety. It is also required that community safety is to be a thread running through all functions of the LA.

A commitment to excellent customer service and the values of the Council

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| CHARACTERISTIC | SPECIFICATION | |
|  | ESSENTIAL | DESIRABLE |
| SKILLS/ABILITIES (Specific skills and abilities required to undertake the duties). | Excellent verbal and interpersonal communication skills required for dealing with staff, colleagues and customers    Proven ability to make decision.  Proven ability to develop, improve and promote changes to services and functions.  Proven ability for creative thinking  Ability to adapt quickly to demands and readily accepts changing situations.  Ability to work on own initiative to resolve issues. |  |
| KNOWLEDGE (Particular knowledge which will be necessary to perform the work effectively, e.g. of specific legislation or regulations). | Working knowledge of IT packages  Knowledge of health and safety in the workplace  Knowledge of the arts and entertainment industry.  Understanding of all aspects of technical theatre. |  |
| **QUALIFICATION TRAINING**  (Education/vocational qualifications and other training). | Holder of a valid first aid certificate (or ability to obtain one) | Customer Care Qualification |
| **EXPERIENCE**  **(Level and type of previous experience)** | Considerable proven experience of technical theatre.  Proven experience of sound and lighting design, including live sound mixing and AV and Digital Cinema operation  Unsupervised working |  |
| **QUALITIES**  **(Particular qualities** **necessary to carry out the works, e.g. ability to work under pressure or work co-operatively in a team)** | Professional approach to colleagues, team members and members of the public.  Excellent team player, with enthusiasm for change and development.  Forward thinking approach and desire to make a difference.  An aptitude for technical problem solving.  Desire to excel at assisting in the delivery of artistic production. |  |
| **SPECIAL CONDITIONS (e.g. willingness to work unsociable hours or wear a uniform)** | Flexible working hours as required by the business including unsociable hours, evenings, weekends and some bank holidays |  |