

# THE QUESTORS THEATRE JOB DESCRIPTION

<b>ROLE:</b>	<b>Theatre Technician</b>
<b>RESPONSIBLE TO:</b>	<b>Executive Director</b>
<b>WORKING IN COLLABORATION WITH:</b>	<b>House Technician</b>
<b>LINE MANAGING:</b>	<b>Casual technical staff as necessary</b>
<b>HOURS:</b>	<b>40 hours per week (as an average) TOIL as and when necessary</b>
<b>SALARY:</b>	<b>£18,000</b>
<b>HOLIDAY:</b>	<b>22 days (and statutory bank holidays)</b>
<b>PROBATIONARY PERIOD:</b>	<b>6 months</b>
<b>NOTICE PERIOD:</b>	<b>2 calendar months</b>

## **Purpose of the Job**

The role ensures the safe and effective delivery of technical support to the Questors artistic programme and all public events in the Judi Dench Playhouse and Studio theatre. The role will be key in managing the visiting companies during their time at The Questors. It will also involve in assisting with maintenance at the venue.

## **Duties and Tasks**

- To provide technical advice for the venue's own productions in the Playhouse and Studio
- To oversee Questors in-house projects, visiting companies and artists with get-in and get-out requirements
- To co-ordinate with the Questors in-house services volunteer team re stage set up and seating arrangements for performances
- To monitor and set-up the theatre's lighting and sound equipment in accordance with visiting companies' specifications and requirements
- To advise visiting companies' on the use and hire of equipment in consultation with the theatre's Administrator
- To keep flying equipment and lifting systems in good working order, reporting any areas of concern to the Executive Director
- To ensure casual technician cover is available when necessary

## **Health and Safety and security**

- To maintain, repair and install technical equipment in consultation with the Executive Director and heads of technical departments
- To actively be involved in the lighting maintenance period over the summer, and work with the trained Questors members in the servicing and PAT testing of the lighting fixtures, whilst ensuring that all equipment brought onto the site conforms to Health and Safety regulations
- To support productions in locations other than the theatre if necessary
- To be aware of all Health and Safety procedures and ensure the site is clear of all hazards, waste materials etc
- To help protect the safety of the public, contractors, staff and visitors through regular inspection and monitoring of the site
- To keep abreast of developments in Health and Safety, and other legislation as it affects the operational capacity of the organisation
- To act as the duty manager when required
- To be responsible for securing the building when requested or after a performance
- To act as a key-holder for the building

- To support the organisation in maintaining security protocols throughout the site
- To carry out risk assessments on visiting productions and liaise with the Executive Director on results
- To assist in the maintenance of the workshop

### **General**

- To comply with and uphold the Questors general principles, expected levels of customer care and HR procedures
- To utilise information technology equipment in connection with the duties of the above post
- To be an active and supportive member of the Questors staff team
- To always act in the best interests of the Questors and to use best endeavours to support the work of the organisation
- To maintain confidentiality in all areas relating to the Questors where appropriate
- To comply with the Questors' Equal Opportunities, Child Protection, Health and Safety and other policies at all times
- This position is subject to a DBS check
- Undertaking such other duties as may be reasonably required

### **Person Specification**

#### **Essential Experience and Attributes**

Experience of working in the technical department of a professional performance/receiving venue

Experience of assisting specialists in light and sound and AV systems when required to do so

Knowledge or experience of using the ETC range of lighting desks

Proficiency in lighting skills including rigging, focusing and plotting

Proven stagecraft skills and experience

A demonstrable commitment to high quality standards in the execution of the work

Excellent communication skills both oral and written

Good numeric skills

Conversant with Microsoft Office packages

Commitment to exceptional customer service skills

The ability to deal confidently and positively with people of all levels both face-to-face and over the phone

Ability to work under pressure with tight and changing deadlines

Proven ability to work independently and as part of a team

An appreciation and personal commitment to equal opportunities and data protection

A willingness to develop the necessary skills to be able to support the full range of activities at The Questors

To undertake any training, internal or external, as required

#### **Desirable Experience and Attributes**

Training in Health and Safety at Work legislation, including COSHH and Working at height regulations, as it relates to theatre and entertainments practice

Experience in stage management

Knowledge or experience of using a Soundcraft sound desk

Conversant with computer aided design (CAD) software

Knowledge of SFX sound effects software

Proficiency in live sound engineering

IPAF training and/or experience using a category 3a MEWP