

Job Description

Job Title:	Theatre Technician
Responsible to:	Production/Technical Manager
Responsible for:	Casual technical staff, as required
Hours:	45 hours per week exclusive of breaks (flexible to suit the requirements of the post). Any additional hours worked over 45-hours per week will be dealt with under our TOIL system.
Contract:	12-months fixed term employment (may be extended)
Holidays:	32 days per annum including public holidays
Salary:	£19,000 p.a.

Job Summary:

To ensure the smooth-running and efficient operation of the technical department by providing a full range of technical support for the theatre's programme of production, performance and participatory work, including building maintenance and associated activity.

The Context:

Theatre Royal Wakefield operates as both a producing and a receiving house. In 2011 British playwright John Godber joined the Theatre as its Creative Director, and the Theatre now plays a producing role for The John Godber Company.

The Theatre also provides a varied programme of professional and amateur performances, and has a thriving Performance Academy. The Theatre seats 499 and delivers in excess of 250 performances each year over a 46-week season. Total attendances for 2016/17 were 79,600 across 246 performances. The Learning & Participation team works with a wide range of young people throughout the district, and we produce an annual youth musical as the opening production of the season with c50 participants each year.

Our Mission is to develop new creative opportunities and experiences both within the Theatre Royal Wakefield building and throughout the wider community and on tour, encouraging high quality engagement across a broad sector of the Performing Arts.

In recent years the Trust has significantly developed and diversified its activities, and has changed and adapted its business model to meet the challenges resulting from reductions in public sector funding. Despite being a relatively small company (current turnover £1.8 million), the Trust is one of the larger creative organisations in West Yorkshire and a major player in the cultural life of Wakefield District.

The programme both in Wakefield and on tour is the core of the business and its successful planning and delivery lies at the heart of ensuring that Theatre Royal Wakefield continues to grow and develop as one of the region's key arts organisations.

Principal responsibilities:

- Carry out or organise the duties of Technician which could include but not limited to, sound, lighting, flying and stage management.
- Supervise technical staff, including casuals, and apprentices or trainees employed by the Theatre when required.
- Supervise, co-ordinate and assist visiting companies with get-ins and get-outs when required.
- Be part of a team responsible for the effective operation and maintenance of the theatre's technical resources.
- Ensure that current Health and Safety Regulations are observed at all times throughout the building.
- Carry out regular checks and periodic maintenance on technical equipment.
- Assist with the upkeep and general maintenance of the building.
- Assist with relevant staff training programmes.
- Keep all technical areas in a clean and tidy state.
- Carry out any other duties consistent with the post as and when required by the Production/Technical Manager.

Responsibilities of all Staff Members:

- (i) To be aware of the work of other departments in the achievement of Wakefield Theatre Trust's strategic aims and objectives.
- (ii) To be aware of, and comply with, all rules and legislation pertaining to Health and Safety at work.
- (iii) To work in accordance with the trust's approved Equal Opportunities Policy.
- (iv) To take an active part in communicating and co-operating with other staff and other departments.
- (v) To follow approved guidelines, policies and procedures established by the Trust in relation to financial management and personnel records.
- (vi) To take part in such working groups and committees or sub-committees as may be necessary for the proper fulfilment of the Trust's strategic aims and objectives.

Person Specification

Theatre Technician

Essential

- A good all-round understanding of technical theatre
- A willingness to work unsocial hours
- The ability to communicate clearly and appropriately with a wide range of people
- Knowledge of Health and Safety Regulations
- The ability to prioritise and delegate work effectively
- The ability to use own initiative, to think calmly, clearly and laterally, working alone and as a member of a small team.
- Demonstrable knowledge, experience, understanding and enthusiasm for the performing arts
- Awareness of customer care
- Possess a current, or successfully apply for, an enhanced DBS disclosure

Desirable

- Previous experience in a similar role
- Experience of live sound engineering
- Qualified in first-aid
- A sense of humour
- Robust safeguarding knowledge

Terms and Conditions

- 45-hours per week.
- No overtime is payable and hours worked in excess of 45-hours will be subject to our Time Off in Lieu system
- 3-month probationary period during which the post-holder must demonstrate a satisfactory level of competence and engagement
- Notice period 1 month during probation, 2 months thereafter
- Normal place of work is Theatre Royal Wakefield
- This post is pensionable in relation to the Workplace Pension Regulations

Application process

- To apply, please submit a covering letter and CV to the technical department, technical@theatreroyalwakefield.co.uk
- Closing date for application is 12noon on Friday 15th of September 2017.
- Interviews will take place w/c 18th September.