

JOB DESCRIPTION

JOB TITLE:	Technician	REFERENCE:	T0219
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OVERALL PURPOSE OF THE ROLE:

To assist with all technical aspects of events throughout the arts centre. The majority of the duties take place in the 263 seat theatre and the multi-use Malt Room but will also cover events in the cinema complex as well as the galleries, gardens, bars, restaurants, drama studio and external venues. Duties are for received shows and in-house productions by professional, amateur and youth groups.

MAIN TASKS

The role holder is required to:

1. Carry out the technical operation of events including setting up, rigging of the theatre stage, lighting and sound, focusing, colouring, patching, charting, cabling, balancing & storing.
2. Carry out the getting in / out, creating, setting up, striking of staging, sets, props, costumes, furniture, manual handling, suspension, fly work & trussing, tracks, masking etc
3. Carry out Malt Room get in / outs, artists' equipment, setting, rigging, derigging. To ensure safe storage of all equipment, and to check stock and condition.
4. Set up and rig the Malt Room including stage lighting, sound, staging and seats. To focus, patch, colour, cable, check & balance.
5. Perform backstage, stage management duties & tasks.
6. Operate computerised lighting boards and equipment, loading levels, cues, shows, soft patches both during fit ups and performances.
7. Operate all types of technical equipment for festivals & private room hires including sound and AV equipment for live talks, lectures, presentations, meetings, AGM'S, film festivals, launches and conferences.
8. Operate / supervise sound front of house and monitor equipment during setting up, sound checks and performances.
9. On occasion, assist in Brewery events at other venues such as the Town Hall, Leisure Centre
10. Assist in producing / operating sound and AV tracks etc., for theatre and other presentations.

Equipment & Venue

11. Ensure safe storage of all technical equipment, and check stock and condition.
12. Assist in the maintenance and repair of all the technical equipment, including the emergency lighting.
13. Assist with stock levels of all materials, equipment, sets, props etc. to ensure the efficient operation of all the services within the department.
14. Assist with PAT Testing.
15. Help to tidy, clean and paint technical areas and stage/backstage, including all storage areas. This includes tidying / moving scenery, props, staging units etc.
16. Carry out general cleaning of CCTV equipment

General

17. Highlight Health & Safety procedures to incoming companies.
18. Deputise for senior technical grades when required.
19. Attend meetings when required.
20. Undertake relevant technical training.
21. Assist the Technical Manager in the supervision of users of the Arts Centre.
22. Be the point of contact for companies when appropriate and requested to.
23. Support other production / technical teams in the brewery due to illness / holidays when available.

Everything we do should have the overall aim of ensuring the Brewery's Vision, Mission and Values are achieved.

This list is not exhaustive. The organisation is changing all the time and therefore may amend your duties. There may also be occasions where you are required to undertake additional tasks as necessary to meet the needs of the business.

Training

The following training will be provided either internally or externally during employment:

Analogue and digital sound mixing (FOH and Monitors)
ETC EOS training
Chamsys training (when we get the new desk from ODF)
Logic
Qlab
Theatrical Rigging
Digital projection
Tallescope
First Aid

PERSON SPECIFICATION

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QUALIFICATIONS & WORK EXPERIENCE	
• Level 3 National Diploma (or equivalent) or at least 2/3 years relevant experience in technical theatre.	• Essential
• Experience of working in a customer focused environment with responsibility for delivering excellent customer service	• Essential
• Working knowledge of back stage crafts	• Essential
• Experience of working in an arts environment	• Desirable
• Specialist knowledge in one of the following areas: lighting; sound; set design/construction.	• Desirable
• AV skills and knowledge	• Desirable
SKILLS	
• Excellent communication skills	• Essential
• Competent in the use of Microsoft Office Word, Excel and Outlook	• Essential
PERSONAL QUALITIES	
• Friendly and approachable manner with a commitment to providing the highest standards of customer service, both internally and externally	• Essential
• Commitment to personal and professional development with a willingness to learn new skills.	• Essential
• Ability to work under pressure, multi-task, work to strict deadlines and complete tasks sometimes with conflicting demands	• Essential
• Ability to work well on own initiative and co-operatively as part of a team	• Essential
• Ability to be flexible and respond to changing situations	• Essential
• An interest in the arts and/or film/hospitality.	• Essential
• Excellent timekeeping	• Essential
OTHER REQUIREMENTS	
• The role is physically demanding with a need to be able to lift, move objects, bend, work at height is essential.	• Essential
• Flexibility and availability to work varied shifts including evenings, weekends, bank holidays and festival weekends.	• Essential
• First aid certificate or willingness to obtain one.	• Essential
• A Disclosure & Barring Service (DBS) check (formerly CRB Disclosure) is required for this position.	• Essential
• Driving licence and access to own transport	• Desirable

TERMS & CONDITIONS

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Contract:	Permanent
Pay:	£7.95 per hour
Hours:	Average 30 hours per week (excluding lunch breaks) Evenings and weekends essential
Holiday Entitlement:	Permanent - 6 weeks' holiday per annum, rising to 7 weeks after 3 years' continuous service Inclusive of fixed days (currently Christmas Day, New Year's Day and another date in January to be announced each year). Other bank holidays are considered normal working days; therefore, they are NOT in addition to annual leave entitlement
Pension:	The Company operates a pension plan in compliance with the employer pension duties under the Pensions Act 2008. Depending on your age and earnings; you may automatically be entered into the Group Personal Pension Plan and contributions are matched by the company in line with the regulations.
Discretionary Benefits:	<ul style="list-style-type: none"> • Complimentary tickets for events and cinema for staff + one can be requested (conditions apply and if the event sells out complimentary tickets are not available). • Discount on food in our catering outlets for staff + one. • A parking permit is given to staff to be used while at work.
Reports to:	Technical Manager
Responsible for:	N/A
Union:	The Broadcasting, Entertainment, Cinematograph & Theatre Union (BECTU) is recognised for collective bargaining purposes at the Brewery Arts Centre. All employees are recommended (whilst not required) to join the union to enjoy the many benefits including representation in collective bargaining on workplace issues such as pay, terms and conditions, health and safety and representation in any disciplinary or grievance procedures.