



Job Description	
Job Title	Theatre Technician
Responsible to	Technical Manager
Department	Redgrave Theatre
Purpose of job and primary objectives	Provide technical support for all commercial and college productions
Duties	<ul style="list-style-type: none"> <li>• Assist with the setup and operation of theatre equipment for College and external events</li> <li>• Provide technical support and undertake duties associated with all aspects of productions including; rigging, focusing, lighting/sound engineering, AV, rehearsal support, fit ups and get outs</li> <li>• Carry out maintenance and servicing of equipment as required</li> <li>• Liaise with the Theatre Management to ensure visiting companies' needs are met</li> <li>• Supervision of 'get ins' and 'get outs' - ensuring all theatre licensing and health and safety policies are followed</li> <li>• Act as point of contact on arrival for visiting companies and ensure that safety induction information is given</li> <li>• Ensure all Redgrave Theatre equipment is used correctly and in adherence with the hire contracts</li> <li>• Detailed knowledge of the operation of all Redgrave equipment in order to offer technical advice to visiting companies</li> <li>• Ensure all equipment brought into the theatre is PAT tested and safe to use</li> <li>• Oversee the opening/closing of the orchestra pit</li> <li>• Oversee the removal of any auditorium seats</li> <li>• Be on site to supervise performances and deal with any issues or emergencies</li> <li>• Fire evacuation in liaison with the Duty Manager</li> <li>• First Aid duties as required (training provided)</li> </ul>

	<p><b>Equal Opportunities</b></p> <ul style="list-style-type: none"> <li>• Maintain an up to date knowledge of Equality and Diversity legislation and the organisation’s Equality and Diversity policies and procedures, in particular with regard to the recruitment and retention of staff.</li> </ul> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Maintain an up to date knowledge of Safeguarding legislation, and the College’s safeguarding policies and procedures, in particular with regard to the recruitment and retention of staff.</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College’s Health and Safety policies and procedures are fully implemented and adhered to as applicable, particular with regard to the recruitment and retention of staff.</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Maintain and update your own knowledge and skills in line with legislation and the needs of the role.</li> </ul>	
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Person Specification	Key Qualifications, Knowledge, Skills and Attitude	
Knowledge, experience and skills required	<ul style="list-style-type: none"> <li>• Practical experience/working knowledge of working in professional theatre in a technical capacity</li> <li>• Practical experience of get-in’s, fit up’s &amp; get-out’s</li> <li>• Experience of rigging, operating and programming lighting and sound systems</li> <li>• Experience of setting up &amp; operating audio visual systems</li> <li>• Experience of ION/EOS lighting system and Beringer X32 sound desk</li> <li>• Ability to communicate effectively with a wide range of people including artists and creative teams</li> <li>• Ability to work with others to collectively achieve the goals of the team</li> <li>• Working knowledge of Health &amp; Safety procedures and its implications in a theatre environment</li> <li>• Ability to read and understand technical drawings and ground plans</li> <li>• Self-motivated and resourceful with a positive outlook</li> <li>• Adaptable, flexible, with a calm, practical approach</li> <li>• Excellent communication skills</li> <li>• The ability to work evenings and weekends including December</li> </ul>	

Date: 21/09/20

Prepared by: Sue Ellicott/George Malin