# Job Description Header

**Department: Performing Arts**

**Job Title: Theatre Technician**

**Reporting to: Head of School**

**1. Purpose of the Role:**

The postholder will provide technician support to a designated area. This will encompass health and safety responsibilities, maintaining an environment which meets the needs of lecturers, demonstrating equipment and providing support during practical sessions, and working with other members of the technician team to develop the service across the College.

The post holder will be required to provide technical support to enable the daily delivery of courses within the area, managing and maintaining physical resources as appropriate; provide advice and guidance on the technical and stage management issues within the theatre, supervising student teams and demonstrating techniques as necessary; liaise with, prepare for, and assist touring theatre companies and external clients using the venue; and act as technical stage manager for events in the theatre including liaison and coordination of bank technicians to provide technical cover for all theatre events.

**2. Duties and Responsibilities:**

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| 1. Maintain a safe working environment which complies with health and safety requirements and ensure these requirements are adhered to within the designated area |
| 1. Maintain records of Risk and COSHH assessments in the particular area and ensure they are available to teaching staff and students |
| 1. Ensure that teaching areas are prepared for use in accordance with the needs of programme managers and lecturing staff |
| 1. Provide support and additional student/staff supervision as required during practical sessions |
| 1. Demonstrate and explain to individuals and groups the use of equipment, techniques, resources, risk assessments, COSHH and any specialist current regulations particular to the area |
| 1. Ensure equipment and materials are returned in a serviceable condition to safe and secure storage |
| 1. Keep equipment in good working order, carry out repairs if appropriate and maintain records of servicing and repairs where necessary, and remove from service any equipment deemed unfit or dangerous for use |
| 1. Ensure that equipment requiring specialist inspections for insurance or safety purposes is kept in date by highlighting the need for inspection to the relevant area of the College |
| 1. Maintain adequate stock levels and liaise with outside suppliers |
| 1. To carry out a complete stock inventory at least once per year. |
| 1. Operate a system for logging loans of equipment and the issue of material, where required |
| 1. To be responsible for promoting and safeguarding the welfare of children and young persons in line with the area and College policies and procedures. |
| 1. Work with other staff across the College to develop the service to meet the changing needs of its users |
| 1. Other work throughout the College of a similar nature and level of responsibility |
| 1. To maintain and update the theatre bookings calendar of events |
| 1. To liaise with staff and external clients to provide and manage appropriate technical support for all events/shows that are scheduled in The Bay Theatre |
| 1. Continually update knowledge and skills in industry standard technology |
| 1. Work with the lettings officer to provide a high level of customer service from planning to delivery of the scheduled event |
| 1. To liaise with Box Office staff to support the promotion of events online. |

**3. General Responsibilities:**

1. Promote and safeguard the welfare of children, young people and vulnerable adults, complying with safeguarding and Whistleblowing policies and procedures in line with Government standards and requirements.
2. Comply with all College policies, taking personal responsibility for promoting Equality, Diversity and inclusivity, Health and Safety, Safeguarding and Quality Improvement.
3. Participate in the appraisal and performance management process and contribute to meeting individual, department and College objectives.
4. Make best use of available resources efficiently and effectively, promoting eco-friendly practices.
5. Contribute to a culture of ambition and continuous improvement.
6. Undertake appropriate personal and professional development activities, and record on the College Continuing Professional Development (CPD) system.
7. Manage and minimise risk within all areas of responsibility.
8. Carry out any other duties and responsibilities as required and commensurate with the post.

**Note: This job description sets out the main responsibilities for the post, but is not intended to be an exhaustive list. Specific duties may change from time-to-time without changing the general nature of the post and the post holder is expected to be flexible in the range of responsibilities they undertake.**

**Person Specification**

#### Job Title: Theatre Technician

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| **Qualifications, Experience, Skills, Attainments** | **Essential** | **Desirable** |
| 5 GCSE’s or equivalent | **✓** |  |
| Appropriate experience and/or qualifications in the designated subject area(s) | **✓** |  |
| Experience and knowledge of health and safety requirements | **✓** |  |
| Excellent customer care and communication skills | **✓** |  |
| Experience of stock and inventory management | **✓** |  |
| Willingness to organise, work flexibly, and manage a demanding workload under own initiative | **✓** |  |
| CFET or equivalent teaching qualification |  | **✓** |
| Previous experience in an education / training environment |  | **✓** |
| Experience of lighting design and operation | **✓** |  |
| Basic scenery maintenance and construction skills | **✓** |  |

**Signed: ……………………………………………………………………… Date: ……………………………………….**