

# JOB DESCRIPTION

---

Job Title:	Casual Technician – Selladoor Venues
Responsible to:	Technical Manager
Place of Work:	Queen's Theatre, Barnstaple and The Landmark, Ilfracombe
Salary:	£9 Per Hour
Contract:	Casual

Selladoor Venues operates the Queen's Theatre and The Landmark as well as a number of other venues around the UK. A pivotal aspect of Selladoor Venues' success will be the first-class production standards. The Casual Technician will work with the Technical Manager and Senior Technician to ensure that the technical provision of the theatre are delivered in a professional manner and to a high standard.

The successful candidate will work as part of a strong team. Duties will include maintenance, operation, rigging and control of all lighting, sound, staging, flying and AV equipment used within the Theatre. At all times, the role must have a can-do attitude and act as an ambassador for the Company and venues.

Whilst Selladoor may be essentially a theatre company, we believe that Selladoor's Technical Department is as important and has the same profile as our theatre operations and must be part of the ethos of Selladoor Venues from day one. Thus, the ideal candidate will be prepared to deliver only the best service at all times and thrive in the diversity of the theatre environment. Everything that happens in our venues are all part of the show, and we strive to ensure our visitors have a wonderful experience.

## Key Responsibilities

### Production

- To work within the technical team on the safe provision of all technical aspects relating to productions at Selladoor Venues, or productions by Selladoor Worldwide; this includes working fit-ups, get-outs, show calls and production periods as scheduled.
- To assist in the day to day installation and operation of all lighting, sound, rigging, staging AV, access, emergency and safety systems at the Queen's Theatre and The Landmark used for performance and production periods.

### Staffing

- To promote good working relationships with all visiting companies and artists and to provide a welcoming environment within the theatre.

### Health and Safety, housekeeping other

- To assist in ongoing planned maintenance for all setting, rigging, lighting, sound, and AV equipment, including Portable Appliance Testing. To fault find and carry out end user maintenance on these items and to ensure non-user serviceable faults are reported quickly and correctly to the Technical Manager.
- To assist the Technical Manager with the general upkeep to the fabric, fixtures and fittings of the auditorium, back stage and Front of House areas.
- To comply, work within and input where applicable to the guidelines of the theatre's license and working practices, as identified by the Technical Manager, especially with regard to Health and Safety issues, including:
  - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
  - Control of Substances Hazardous to Health Regulations (COSHH)
  - work at height regulations
  - provision and use of work equipment regulations
  - electricity at work regulations
  - noise at work regulations
  - the upkeep of the theatre's first aid supplies
  - the upkeep of the theatre's emergency lighting system
  - the understanding and implementation of the evacuation procedure and fire escape routes
  - hygiene and safety of staff and public areas, good housekeeping in all staff areas
  - Carry out other duties that may from time to time be reasonably required by other departments, to assist the Company in achieving its business objectives

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

In consultation and agreement with you, this Job Description may be amended at any time.