**LANDMARK THEATRES LTD**

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**Job description**

**Technician**

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**Job Title:**  Technician
**Responsible to:** Technical Manager
**Place of Work:** Flexible as required

**Hours of Work:** Annualised hours based on 40 per week, including evening and weekends
**Salary:** £23,920

**Contract:** Permanent Contract
**Pension:** Company Pension Scheme available
**Probation:** 6 months and 1 months’ notice

**Start Date:** As soon as possible

**About Landmark Theatres**:

**LANDMARK THEATRES** is a community embedded National organisation designed to deliver the highest quality theatre to the widest possible demographic in the least culturally engaged places in England.

The idea for Landmark Theatre Ltd was born before the pandemic, which has served to make it more urgent. The theatres, some of whom have previously been closed or in difficulty under previous administrations, have been through a transformation over the past 2 years.  Previously named Selladoor Venues, Landmark Theatres is now moving forward with an ambitious new model for operating. We are building a new producing theatre organisation outside London – for the first time in a generation. This community embedded new national organisation is designed to deliver the highest quality theatre by for and with the widest demographic in the least engaged places in England.  This funding from Arts Council is a great vote of confidence in our potential to deliver to areas previously underinvested in culturally.

We are headquartered at the Queen’s Theatre, 100 Boutport Street Barnstaple and currently we work in Northern Devon and in Peterborough.  We look forward to working with our national, regional, and local partners and most of all with the artists and communities in our places – to deliver measurable economic benefit, improve health and well-being and first and foremost to empower talent and create and curate exceptional work.

The Arts Council’s investment of £3million over the next three years will ensure that Landmark Theatres can deliver an ambitious artistic mission, driving quality work, inspiring, and developing new talent for and with the audience we serve across North Devon and Peterborough.

This is an organisation with the huge ambition necessary to tackle disproportionality.

The business will complete transitioning to a charitable company  to coincide with the negotiation of our funding agreement with ACE.  The company has strong foundations in generating income as commercially driven businesses, driving trade and strong attendance. But newly found relationships with key stakeholders such as the Arts Council England have broadened the companies’ ambitions against their Let’s Create Strategy.

Landmark Theatres Ltd is committed to being a diverse and inclusive organisation and we are keen to make our workforce more representative of different backgrounds and experiences of the communities we serve. We work to remove barriers and pride ourselves on giving opportunities to people of all walks of like and all class backgrounds. We welcome applications from people who are under-represented in our organisation. These include those who identify as LGBTQIA+, D/Ddeaf, disabled, those who are early in their careers or come from groups who experience racial inequality.

We are committed to protecting the privacy and security of your personal information. If you would like to see a copy of our privacy notice please write to Allison.jones@selladoorvenues.com

Landmark Theatres Ltd is committed to safeguarding the welfare of participants and partners. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered ‘spent’ as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013).

**About the Role**

Reporting to: Technical Manager

Responsible for: Casual Technical Staff

The Technician will report directly to the Technical Manager, duties will include maintenance, operation, rigging and control of all lighting, sound, staging, flying and AV equipment used within the Theatres for incoming and locally produced work.

In addition, compliance and buildings checks performed across both The Queens Theatre and The Landmark Ilfracombe.

**Purpose & Responsibilities of the Role:**

The following section is intended to list the key competencies and responsibilities of the role but is not intended to be exhaustive.  It is anticipated that additional responsibilities will develop over time, and that the scope of the role may be expanded by agreement with the Technical Manager (North Devon).

To work with the Technical Manager & Technical Department to ensure that the technical provision of both The Queen’s and Landmark Theatres are delivered in a professional manner and to a high standard.

1. To work within the technical team on the safe provision of all technical aspects relating to productions at Selladoor Venues, or productions by, Selladoor International; this includes working fit-ups, get-outs, show calls and production periods as scheduled.

2. To assist the day-to-day installation and operation of all lighting, sound, rigging, staging AV, access, emergency and safety systems at The Queen’s/Landmark Theatres used for performance and production periods. To be proficient in the use of all in-house systems and equipment.

3. As and when required, to liaise with creative teams, visiting companies and external hirers regarding their lighting, sound, staging and AV requirements.

Health and Safety, housekeeping other

4. To assist the Technical Department in implementing and inputting to working practices and procedures

5. 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 ensue non-user serviceable faults are reported quickly and correctly to the Technical Manager

6. To assist the Technical Department with the general upkeep to the fabric, fixtures and fittings of the auditorium, back stage and Front Of House areas

7. 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 and Operations 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

8. Any other duties that may be reasonably requested by the Technical Manager.

Valid Disclosure and Barring (DBS) certificate is a requirement – or being willing to undergo and enhanced DBS check (At Landmark’s expense) if a job offer is made subject to this being obtained.

The job description for this position may be reviewed and amended to incorporate the future needs of the department and organisation. This job description is intended as a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and is subject to review.

The application process will be via a completed Application Form. We do not accept CVs. The Form should then be emailed to: jobs@landmarktheatres.co.uk with ND Technician as the subject line. The closing date for applications is 5pm on Friday 2 June 2023

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