Job Description

Technician: Queen’s and Landmark Theatres

**Role of the Technician**

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.

**Reporting to:** Technical Manager

**Responsible for:** Casual Technical Staff

**Key objectives:**

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.

**Responsibilities of the Technician**

**Production**

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**

1. To assist the Technical Department in implementing and inputting to working practices and procedures
2. 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
3. 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
4. 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

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

Person specification

Essential

* Organised and highly motivated individual
* Proven professional experience of technical theatre
* Understanding of all aspects of technical theatre
* Ability and experience in manual handling and working at height
* Good Computer literacy – experience of Microsoft word, Excel and Qlab
* Experience of working within UK Health and Safety legislation, regulation and guidance
* Proven ability to take both responsibility and initiative and experience of working as part of a team
* A passion and aptitude for technical problem solving
* Good communication skills with ability to relate and engage with a diverse range of people
* The ability to work flexibly and dynamically, under pressure and to schedule

Desirable

* Experience of Portable Appliance Testing
* Experience of technical management
* Experience of lighting design Sound installation & operation
* Electrical qualification from an accredited training body or relevant formal training
* Experience of staff supervision
* Good knowledge of the ETC Eos (Ion) operating system
* Experience of lighting rigging and production electrics
* Knowledge of and enthusiasm for the arts
* A clean driving licence

Please note this role will require the post holder to work evenings, weekends and unsocial hours

*The job description is not a comprehensive list and does not attempt to give a full day-to-day list of operations for this post.*

Hours

Standard working hours are 40 hours per week to be arranged on a rota basis, although during busy periods staff will be required to work additional hours. Evening and weekend working will be required.

How to Apply:

Please submit your application via CV with covering letter to:

[jj.powell@selladoorvenues.com](mailto:jj.powell@selladoorvenues.com)