

Job Description

Job Title: Theatre Technician	Reporting to: Technical Manager / Senior Technicians
Name of Incumbent:	Signed by Employee:
	Date signed:

Purpose

To assist in the provision of an effective technical and backstage service to both Portsmouth Theatre Venues, including specialised lighting, sound, projection and stage systems.

Main responsibilities;

- Support and, when required, lead the unloading and loading of stage equipment for visiting companies, ensuring their technical requirements are met and seamlessly integrating Portsmouth Theatre's in-house systems with touring production setups.
- To operate the venues lighting, staging and sound infrastructure as well as the hemp, counterweight and computerised flying systems.
- Provide expertise, support and communication across departments during Portsmouth Theatres in house productions, acting as a department head if required.
- To attend rehearsals for in house productions, keeping stage notes and producing reports.
- Work with FOH to ensure the highest levels of customer service are achieved at all times.
- To assist with maintenance tasks with regard to stage, lighting and sound equipment including repair and testing.
- To observe Portsmouth Theatres Health and Safety procedures and contribute to ensuring a safe working environment is maintained at all times.
- To wear the uniform, protective clothing and name badges provided at all times.
- To assist and attend training sessions both 'in house', including induction training and external as required. This can include casual and volunteer staff in various areas
- Where necessary act as a key holder for the venue and be responsible for its security.
- To be involved with the delivery of Theatre Educational activities including supervision of students and delivery of youth productions.
- To take part in meetings as per the meeting schedule and others as required.
- To act as a 1st Aid appointed person for the theatre and as such maintain a valid 1st Aid at Work qualification.
- To occasionally work additional hours, paid at the flat rate for hours worked in excess of those contracted where prior approval has been granted by the Chief Executive
- Undertake any other reasonable activity or responsibility as directed by line management.

This job description will be reviewed on a regular basis and will, in consultation with the post holder, be adjusted as necessary in line with the developing nature of the Portsmouth Theatre's activities.

PERSON SPECIFICATION		
Attainments	Essential	<ul style="list-style-type: none"> • Basic numeracy and literacy
	Desirable	<ul style="list-style-type: none"> • Recognised Professional Technical Theatre qualification • Technical course (degree, diploma or apprenticeship)
Special Aptitudes / Knowledge	Essential	<ul style="list-style-type: none"> • Experience in using and maintaining a range of technical equipment within a theatre facility environment • Experience of working with planned maintenance programmes • Experience working with professional and amateur theatre groups • Physically able to lift and work at heights • Effective verbal reasoning and communication skills • Working knowledge of health and safety legislation relevant to a theatre environment • Experience across all theatre disciplines • Experience in manual handling
	Desirable	<ul style="list-style-type: none"> • Experience in mixing live sound on digital desks using a large number of mics • Experience in the preparation of procedures and work instructions with respect to key facility operations/areas • Experience in implementing health and safety ensuring compliance with key legislation • Ability to use Microsoft Office software, including Word, Excel and Access
Interests	Desirable	<ul style="list-style-type: none"> • Keeping up to date with trends and developments within the area of technical facilities management especially with relation to theatre
Disposition	Essential	<ul style="list-style-type: none"> • Self-starter • Accepts and seeks responsibility • Capable of performing well under pressure • Flexibility to be able to cover a number of roles as required • Ability and will to use initiative • Team player • Positive can-do attitude