

Job Description



Job Title: Technician

Department: Resident Services
Service Area: Theatre Royal and Royal Concert Hall (TRCH)
Grade: Grade E
Post reference number:

1 Job Purpose
To assist the safe, efficient and effective delivery of stage, electrics and sound for performances and events at TRCH.
To ensure compliance with all Health & Safety and relevant procedures and regulations

2 Principal duties and responsibilities

1. To work on the fitting up, getting out, and operation of lighting and sound/stage and flying in the Theatre Royal and Royal Concert Hall.
2. To work on the safe installation and maintenance of portable electrical technical equipment in the backstage area.
3. Day to day liaison with incoming companies and colleagues including the Chief Electrician/Head of Lighting and Sound & Technical Stage Manager. .
4. To help ensure the safe storage, installation and operation of pyrotechnic and special effects equipment.
5. Under the (Chief Electrician/Head of Lighting and Sound and Technical Stage Manager, to ensure that safe working practices are observed within the department.
6. To be aware of, adhere to, and implement any legislative requirements consistent with overall duties of this post, with particular regard to TRCH Health and Safety policies and safe working practices.
7. Provide the highest levels of customer service to all incoming companies and artists.
8. Work closely and positively with the other sections of TRCH to ensure that the programme of events are efficiently delivered.
9. To supervise any casual technicians as allocated and provide guidance, advice and support to any visiting company technical staff. To deputise for Senior Technicians when required.
10. Positively represent TRCH at all times ensuring that any resources allocated are effectively managed and any recharges recorded.

3. All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

4. All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the General Data Protection Regulations and Freedom of Information Act.

5. This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

6. Numbers and grades of any staff supervised by the post holder:

Casual Technicians as allocated

7. Post holder's immediate supervisor: Chief LX / Head of Lighting & Sound/ Technical Stage Manager

Prepared by/author: Dave Guy **Date:** 19.10.21

Job Title: Technical Director

Note: This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

Signature: **Date:**

Person Specification



Job Title: Technician

Department: Development
Service: Theatre Royal and Royal Concert Hall (TRCH)
Grade: Grade E
Post reference number:

Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Experience	<p>A minimum of 1 years' experience of delivering technical assistance within a presenting or producing theatre.</p> <p>Experience of supervising casual staff and assisting visiting companies.</p>		✓		✓	
Technical/ Knowledge	<p>Ability to use and maintain relevant equipment in relation to lighting, sound, stage, audio visual and effects, under direction where required.</p> <p>Understanding of relevant legislations and health and safety requirements for technical theatre.</p> <p>Experience of using various Microsoft packages including Word and Excel.</p> <p>Ability to operate a Lighting Board & Sound Desk.</p> <p>Ability to fly a show and operate stage cues.</p>		✓		✓	
Communication and Team Work	<p>Ability to communicate effectively.</p> <p>Good interpersonal skills, able to foster positive working relationships and represent the organisation.</p>		✓		✓	
Work to promote mutual respect and good relations	<p>To demonstrate understanding of the Customer First approach towards service delivery and a commitment to Nottingham's City Council's Equality and Diversity Policy.</p>		✓		✓	
Work Related Circumstances	<p>Willingness to comply with the City Council's non-smoking policy.</p> <p>Ability to work outside of normal office hours</p>				✓	

P: Pre-application **A:** Application **T:** Test **I:** Interview **D:** Documentary evidence

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