

# Theatre Technician - CRF

## Role Profile / Job Description

### Role Title :

**Theatre Technician (6 Month Fixed Term)**

### Responsible To :

Programme Manager – **Community Resource Fund (CRF)**

### Hours :

24 hrs per week (6 Month Fixed Term) Start date TBC

*\*\*Please note, due to this initially being a temporary position currently freelance and job share applications will also be considered.*

### Salary :

£24,491 pro rata per annum

### Primary Purpose :

The Creative Industries Project will enable local and regional partners to work together to establish a CITP for Merthyr Tydfil residents. Arts venues will work with universities, colleges, schools and creative people to pilot a new way of working across boundaries. The aim of the project is to develop new initiatives by supporting them with training and learning opportunities as well as space to facilitate this process.

Our Theatre Technician will be responsible for supporting the Programme Manager, Partnering Organisations, Visiting Companies etc. in servicing all productions and events at our Redhouse theatre and events spaces. Providing exemplar technical expertise that enable the delivery of a schedule of cultural events which also offer the opportunity to develop lasting relationships with our Partnering Organisations. The successful candidate will have experience in delivering technical content to the highest possible standard whilst also ensuring the safe and efficient use of our Redhouse Theatre and all associated technical equipment. This includes the installation and operating to the highest possible standard of digital sound consoles and computerised lighting desks etc. and all other associated technical equipment

### Specialist Accountabilities:

#### (broad parameters)

1. To assist with the setup and execution of live theatre performances at our Redhouse Theatre;
2. To facilitate get-ins and get-outs, including up lighting, sound, audio visual (AV) and staging equipment for productions;
3. Operating sound, AV and/or lighting during performances or performing cues on stage as part of a production;
4. Rigging and slinging truss, using electric and manual hoists and all associated equipment such as shackles, beam clamps etc.
5. Rigging lighting from plans, plugging up, arranging colour calls, focusing, plotting;
6. Rigging sound equipment for performances, operating live sound;
7. Rigging, set up and operation of AV equipment;
8. The de-rigging of all staging and equipment as required for each performance;
9. To assist with the maintenance and correct storage of the Theatre's technical equipment;
10. To ensure the auditorium, stage and backstage areas are clean and tidy;
11. To respond positively to staff, visiting companies and performers; and ensuring rooms are set out as required;

12. Being responsible for the Redhouse Theatre during busy production periods
13. To support the project throughout by promoting the project, its outputs and our services;
14. To work collaboratively with the Programme Manager, Partnership Organisations and whole CRF project team in order to ensure a consistency service is provided to all visiting companies and Partnering Organisations;
15. Carry out any other reasonable duties as required by the Programmes Manager or the Senior Management Team; and,
16. Occasionally undertake duties and responsibilities with regard to the Trust's Equal Opportunities and Health and Safety policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of the Trust's premises.

**Generic  
Accountabilities:  
(broad parameters)**

1. Supervising any ad hoc Casual Technical staff at all times, ensuring that work is being carried out efficiently and to the highest standards that visiting companies expect;
2. To ensure that work undertaken is safe at all times, and that [Wellbeing@Merthyr's](mailto:Wellbeing@Merthyr) safe working procedures, risk assessments and health and safety policies are followed at all times by employees and visiting companies;
3. To carry out any other duties in all areas of the building as may be required by the Programme Manager. This may include working in other areas of the Redhouse and other local venues;
4. Take accountability in all areas of their work;
5. To be an active and supportive team member, contributing in a constructive manner and treating all Performers, customers and staff with fairness and courtesy;
6. To support our Kickstart Technical trainees in gaining valuable experience within technical theatre and,
7. To perform any other reasonable instruction.

**Success Measures:**

- Levels of Customer Service;
- Positive feedback from Partner Organisation and Collaborators;
- Increase of organisations wishing to take part in the CRF project;
- Positive feedback from Team Members;
- Staff / Customer Satisfaction and Feedback; and,
- Internal Feedback Mechanisms.

**This role profile sets out the main duties and parameters of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. There will therefore be other duties and requirements associated with your role and in additions as a term of your employment you may be required to undertake various other duties as may reasonably be required. Such variations are a common occurrence and cannot by themselves justify a reconsideration of the post.**

# Theatre Technician - CRF

## What we are looking for (Person Specification)

When preparing your written application, you will need to provide evidence against the criteria below, either in a work or personal situation. You may wish to use the STAR model. Briefly explain the situation, the Tasks and Actions you were required to take and the Results for you, the customer and the organisation.

### A. Knowledge and Experience

No	Quality	Criteria	Measured
1.	A minimum of 2 years professional experience working in a backstage theatre environment.	Essential	Application
2.	Experience of working with a variety of different types of productions, especially theatre productions.	Essential	Assessment
3.	Experience of stage management duties for theatrical performances or events.	Essential	Application
4.	Ability to identify, build and manage relationships with customers and team members.	Essential	Assessment
5.	Ability to “think outside the box” and finding solutions to problems with the ability to take a logical approach to tasks	Essential	Application / Assessment
6.	Experience and passion for working within the Arts and Creative industry	Essential	Application

### B. Skills and Abilities

No	Quality	Criteria	Measured
1.	Training and experience in rigging, focusing, plotting and troubleshooting a wide variety of generic lighting equipment in a theatrical environment.	Essential	Application / Assessment
2.	Experience of setting up and operating live and recorded sound in a theatrical environment.	Essential	Application / Assessment
3.	Experience of setting up and operating AV equipment.	Essential	Application
4.	Experience of fitting up theatrical scenery and equipment which include: <ul style="list-style-type: none"> <li>▪ Stage craft and set construction;</li> <li>▪ Rigging light equipment;</li> <li>▪ Mixing live sound;</li> <li>▪ Stage pyrotechnics</li> </ul>	Essential	Application / Assessment
5.	Excellent planning and organisation skills to ensure deadlines are met, with the ability to prioritise workload without close supervision	Essential	Application / Assessment
	Basic carpentry skills	Desirable	Application
6.	Personal integrity and commitment to upholding high professional standards. Is trusting, honest and open with the ability to take ownership of problems; Self motivated	Essential	Application / Assessment
8.	Good interpersonal & team-working skills and the ability to work with other departments to ensure events and productions run smoothly and to time.	Essential	Application / Assessment
9.	Effective time management skills	Essential	Application
11.	Ability to identify and offer organisational improvements	Desirable	Application
12.	Ability to think on their feet and make prompt decisions.	Essential	Application

### C. Values

No	Quality	Criteria	Measured
1.	Works positively and inclusively with colleagues, partners and customers in order to ensure that Wellbeing@Merthyr does not discriminate against people on the grounds of age, sexuality, religion or belief, race, gender or disability.	Essential	Application
2.	A team player, committed to working across teams showing integrity	Essential	Assessment
3.	Committed to providing the very best service	Essential	Application Assessment
4.	Has a positive 'can do' attitude, friendly and flexible approach to all customers and Partnering Organisations with the ability to work under pressure	Essential	Application
5.	Good Communication Skills	Essential	Application
6.	Cares about the role and the tasks undertaken with a wiliness to uphold and actively promote all Wellbeing@Merthyr service standard and polices	Essential	Application
7.	Demonstrates trust, openness and respect in dealing with people	Essential	Assessment
9.	Takes pride in their work	Essential	Assessment
10.	Takes responsibility for own actions	Essential	Assessment

### D. Other Requirements

No	Quality	Criteria	Measured
1.	Commitment to personal professional development, seeking training and development opportunities and willing to attend training programmes when requested to do so	Essential	Application
2.	Commitment to high quality service delivery	Essential	Application

### E. Qualifications

No	Quality	Criteria	Measured
1.	Appropriate qualification in technical theatre	Essential	Application
2.	Appropriate health and safety knowledge and qualification to fulfil the role	Essential	Application
	Manual handling	Desirable	Application

### F. Welsh Language

No	Quality	Criteria	Measured
1.	The ability to speak Welsh	Desirable	Application
2.	The ability to listen and understand conversations in Welsh	Desirable	Application
3.	The ability to write in Welsh	Desirable	Application
4.	The ability to read Welsh	Desirable	Application