

JOB DESCRIPTION

Job Title: Theatre Technician

Grade: Support staff grade 3

Line Manager: Theatre Manager

1. Job Purpose

The primary function of this role is to work with the Theatre Manager and teaching staff to offer a high standard of technical support to the Drama and Performing Arts department and all users of the Prospect Theatre. This role also involves some administrative support to the department as and when needed, but takes less priority in busy periods than technical responsibilities.

The Theatre Technician will contribute to the achievement of the College's single corporate objective - improving students' achievements - by undertaking the following specific responsibilities. What follows is not intended to be an exhaustive or definitive list; other duties may be required as necessary.

1.1 To assist in the maintenance of performing arts department equipment and fittings up to a good operating standard, including:

- Sound systems in drama studio and the main theatre;
- Lighting systems in drama studio and the main theatre;
- Communication system in the main theatre;
- Projection systems in the main theatre;
- Props cupboard and set/props shed
- Any other equipment which may be used within the environment.

1.2 To rig equipment for events and productions in consultation with the Theatre Manager

- To strike equipment after use.
- To observe health & safety regulations and licensing conditions. Ensure outside users, production companies, staff and students observe safety regulations
- To give technical advice and guidance to staff and students on the use and limitations of equipment and systems.
- To give technical support to students, staff during productions, class and examinations.
- To give technical training to students in operating equipment as the need arises.

1.3 To take on role of Lighting/Sound Designer (training can be provided)

- Produce lighting designs for productions, events and exams in consultation with the

Theatre Manager.

- Rig lanterns, patch and programme lighting plots into computerised and manual boards.
- Operate lighting and/or sound during performance.
- To source and edit existing sound effects and music for exams and performances.
- Set up and operate the theatre's live sound equipment (microphones, DI boxes, mixing desk etc.) for exams and performances.
- Operate sound playback for exams and performances.

1.4 To take on role of Production Manager

- Assist in the planning or production installations. Assist in the specification of equipment to be ordered or hired in.
- Solve logistic problems.
- Solve rigging problems as the theatre is built without a grid.
- Liaise with various members of the production team.
- To facilitate the making of props and students set design ideas.
- To present and model H&S practice to students at all times and to be responsible in keeping their working space and them safe

1.5 To take on a multi-media role

- To install and facilitate the use of video and other multimedia in presentations and performances.
- To edit media resources for the performing arts department and exams.
- Cutting and editing of music using Audacity or similar editing programmes
- Video editing using Adobe Premiere, iMovie or similar editing programmes.
- Uploading and organising video footage of rehearsals, lessons and performances to Google Drive and external storage, and sharing with relevant staff.

1.6 To assist with course and event administration for drama and performing arts (when time permits)

- Design and produce event/exam performance posters and programmes
- Maintain the department room booking system
- Assist in the organisation of department events and exam performances
- Assist in the administration associated with courses including recording performances and uploading evidence to google drive
- Assist the department with editing visual recording for marketing and teaching purposes
- General administration for the course, for example answering telephone queries, order playtexts and keeping the library of texts in order. Updating of display boards, enrichment productions - advertise tickets on TicketSource, make posters and programmes, advertise to students, staff and public.

Person Specification

Category	Skills and Experience required
Knowledge	<ul style="list-style-type: none"> • Technical knowledge to maintain equipment • Up to date knowledge of Health & Safety and licensing regulations • Ability to give technical advice to staff and students • Knowledge of theory and practice of lighting for drama, music and dance • Good level of musical knowledge and operation of various software packages for sound editing.
Skills	<ul style="list-style-type: none"> • Good communication skills with the ability to confidently liaise with staff, students and external customers • Knowledge of prop building and woodworking skills. • Good interpersonal skills and ability to work in an independent way using initiative and foresight. • Ability to effectively communicate technical skills. • Planning and organisation skills in order to achieve deadlines.
Attributes	<ul style="list-style-type: none"> • Flexibility and adaptability whilst working under pressure • Tidy and methodical approach
Job requirements	<ul style="list-style-type: none"> • A commitment to the safeguarding and welfare of all students and staff. • Ability and willingness to work outside of normal College hours for events purposes. Time can be taken back with Time Off In Lieu (TOIL) such as during normal college holidays or some flexible working time in consultation with your line manager.