

Job Title:	Theatre Technician
Responsible to:	Technical Manager
Responsible for:	
Rate of pay:	£17350
Hours:	42.5hrs

Worcester Live Charitable Trust Ltd (Worcester Live)

Venues

Worcester Live currently manages three performance buildings in Worcester.

1. Swan Theatre

The Swan Theatre is a 350 seat theatre with a proscenium arch stage which presents professional and amateur drama, music, dance and comedy.

The Swan Theatre also has a studio theatre, the Vesta Tilley Studio which is housed in separate block adjacent to the main theatre which seats 55 and is used mainly by the resident amateur company and Worcester Live's professional repertory company, Worcester Rep. The Studio block also contains a rehearsal studio and a workshop space.

2. Huntingdon Hall

Huntingdon Hall is grade two listed converted Methodist chapel which is now used as a 350 seat venue staging mainly music and spoken word.

3. The Henry Sandon Hall

The Henry Sandon Hall is built on the Royal Porcelain works site in Sidbury, Worcester. It will be a multi-purpose space which can be converted into a 140 seat venue. It is planned that it will stage mainly film, spoken word and some acoustic music as well as exhibitions and other events.

Worcester Repertory Company

The professional repertory company currently produces:

1. An open air production with a two week run in July at the Commandery in Worcester.
2. A site specific production of one week run in Worcester Cathedral in October.
3. A pantomime with a 5 week run (and 2 week rehearsal period) at the Swan Theatre in December/January.
4. Three Studio productions a year (usually in Spring, Autumn and December) of a week run each and usually new writing.
5. Additional main stage and Studio work as and when.

Other current projects

Worcester Live manages the Worcester Festival.

PURPOSE OF THE POST

The Technician is responsible to the Technical Manager.

The position requires a knowledge of and experience in technical theatre operations as well as good inter-personal and communication skills. As directed by the Technical Manager, the post holder provides technical support to all artistes, companies, users and hirers of the Swan Theatre and Vesta Tilley Studio. As directed by the Technical Manager, the post holder provides technical support to the Worcester Repertory Company and when required to all other Worcester Live venues and projects.

The post requires frequent evening and weekend working.

The Technician is expected to be involved in Worcester Live projects wherever they take place.

JOB DESCRIPTION

ALL DUTIES WILL BE CARRIED OUT UNDER THE DIRECTION OF THE TECHNICAL MANAGER

Maintenance

1. Assist with all technical and housekeeping matters for all the performance, rehearsal, back stage and workshop areas of the Swan Theatre and Studio block.
2. Maintaining and repairing all technical equipment at the Swan Theatre.
3. Maintaining and repairing all lighting equipment at Huntingdon Hall.
4. Maintaining and repairing all lighting and AV and sound equipment at the Henry Sandon Hall.
5. Carrying out general maintenance on all Worcester Live Charitable Trust Ltd venues.
6. Ensuring that the main house stage, studio block and workshop are kept in an appropriate clean and presentable state.
7. Ensuring the Vesta Tilley Studio is returned to its 'resting state' after all productions.
8. To carry out fire alarm testing at the Swan Theatre and Studio block and ensure the fire log is kept up to date.

Production

9. Assisting with pre-rigs and de-rigs to maintain the good and proper running of the Swan Theatre and Vesta Tilley Studio and Henry Sandon Hall.
10. Acting as Duty Technician at the Swan Theatre, Vesta Tilley Studio and Henry Sandon Hall to visiting shows, hirers, amateur shows and Worcester Rep shows as required.
11. Provide technical support and crew to Worcester Repertory Company.
12. Providing technical support and guidance, including stage management, LX and sound, as required to all visiting professional companies and hirers of the Swan Theatre, Vesta Tilley Studio and Henry Sandon Hall.
13. Providing technical support and guidance as required to all visiting hirers of the Swan Theatre and Vesta Tilley Studio.
14. Ensuring a consistently high standard of technical support to visiting companies and hirers
15. Promoting good working practice and maintaining high production values at all times.
16. Working as show crew, including pantomime, in accordance with staff rotas.
17. Completing show reports as required.

General

18. To comply with all Worcester Live Charitable Trust Ltd's policies including but not limited to Health and Safety Policy, Access Policy and Equal Opportunities policy and to fully comply with the Worcester Live Charitable Trust Ltd Staff Handbook.
19. To adhere to Health and Safety legislation Devising and safe working practices are observed.
20. To comply with the recommendations contained within the risk assessment for the productions.
21. To carry out administrative work generated by the activities listed the job description.
22. To attend weekly Staff Meetings staff rotas allowing.
23. Ensuring that within their area of responsibility replacement equipment and stock is ordered where necessary to maintain an adequate stock.
24. Attending production meetings, rehearsals, technical rehearsals, get-ins and get outs, and performances as required.
25. To make, build or acquire small props and scenery as and as required.
26. To undertake other duties as may be reasonably required.

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive.

REQUIREMENTS

Essential

1. EITHER Three years' experience working within a technical department of a regional theatre OR a formal recognised qualification in technical theatre.
2. Knowledge of sound systems.
3. Knowledge and experience of rigging techniques.
4. Knowledge of theatre technical equipment.
5. Knowledge of Health and Safety regulations.
6. Good communication skills.
7. Ability to remain calm whilst working under pressure.
8. A desire to continuously maintain high production values and good working practices.
9. Availability to work scheduled evenings and weekends, including the anti-social hours frequently required in the position.
10. A desire to engage with all Worcester Live projects.

Desirable

1. Knowledge of lighting systems.
2. Knowledge of AV equipment.
3. Experience of dealing with amateur groups.
4. Experience of building maintenance.
5. Knowledge and/or training in Health and Safety, including First Aid, Manual Handling, working at Height etc.
6. Practical experience in scenic construction including carpentry skills.
7. Full clean driving licence.