

# JOB DESCRIPTION

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| <b>Job Title:</b>      | <b>Senior Technician – New Theatre Peterborough</b>    |
| <b>Responsible to:</b> | Technical Manager                                      |
| <b>Place of Work:</b>  | New Theatre Peterborough                               |
| <b>Hours of Work:</b>  | 40 hours a week, including some evenings and weekends. |
| <b>Salary:</b>         | £21,000 to £23,000 per annum plus BECTU payments       |
| <b>Contract:</b>       | Permanent Contract                                     |
| <b>Pension:</b>        | Company Pension Scheme available                       |
| <b>Probation:</b>      | 6 months   |
| <b>Start Date:</b>     | ASAP   |

## **Purpose of the Job:**

To facilitate technical requirements for all shows and events, and to assist with general theatrical and building maintenance duties as required.

Ensure Selladoor Venues' and venue specific brand is represented appropriately in all areas of activity.

## **Key Responsibilities**

### **Production and Operational**

- To work within the Technical department on the safe provision of all technical aspects relating to productions at Selladoor Venues or productions by Selladoor Worldwide; this includes working fit-ups, get-outs, show calls, and production periods as scheduled.
- To assist and oversee the day-to-day installation and operation of all lighting, sound, rigging, staging AV, access, emergency and safety systems at the New Theatre Peterborough used for performance and production periods. To be proficient in the use of all in-house systems and equipment.
- Attending production meetings, rehearsals, technical rehearsals, get-ins, get-outs, and performances as instructed by the Technical Manager.
- Working as show crew, based on staff rotas and arranging cover where applicable.
- To programme sound desks and EOS lighting desks when required,
- Be an active and engaged member of the New Theatre's technical team.
- Set up and support for any lighting/sound requirements in rehearsal rooms.
- To support and assist other departments and teams at the New Theatre as required to ensure the smooth operational running of the venue.
- To take on Duty Technician roles during performances, as required by the New Theatre.
- To assist with administrative tasks as required, including but not limited to preparation of rotas, risk assessments and method statements, logging of equipment testing, and inspections as requested by the Technical Manager.

**Staffing**

- Supervise personnel as required by the Technical Manager. Including full-time, casual/freelance, and incoming company production staff. Ensure that all personnel are fully briefed on health and safety procedures and that all work in the theatre adheres to the working practices and guidelines of the theatre.
- To participate in the recruitment of casual technicians.
- Assist the Technical Manager with training and induction for new full-time, casual, and freelance staff, with specific emphasis on the safe working practices of the theatre including evacuation procedures.
- To be available on the rota to cover duties as required.
- To promote good working relationships with all visiting companies and artists and to provide a welcoming environment within the theatre.

**Health and Safety**

- To be familiar with current Health & Safety regulations relevant to the industry and to keep abreast of changes to such regulations.
- To ensure that working practices throughout the building adhere to the in-house Health & Safety policy and with Health & Safety regulations generally.
- To assist the Technical Manager in implementing and inputting to working practices and procedures.
- To notify the Technical Manager of any Health & Safety issues which may arise.
- To assist in ongoing planned maintenance for all staging, rigging, lighting, sound, and AV equipment, including Portable Appliance Testing. To fault find and carry out end-user maintenance on these items and to ensure non-user serviceable faults are reported quickly and correctly to the Technical Manager.
- To assist the Technical Manager with the general upkeep of the fabric, fixtures, and fittings of the auditorium, backstage, and Front of House areas.

**Maintenance**

- Planning and carrying out minor alterations and improvements to the theatre installation as necessary.
- Supervising outside contractors carrying out building maintenance.
- Planning and carrying out repairs, alterations, and improvements to the stage and BOH facilities.

**General**

- To take an active role in the theatre's technical team and staff as a whole, and contribute towards fulfilling the creative and operational aspirations of the company.
- To advise on new equipment & consumable supplies as required.
- Contribute to the development of departmental policies and practices.
- To ensure all backstage areas are kept tidy and maintained appropriately.
- To undertake any duties as agreed with the Technical Manager as is appropriate to the post.

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience, and capabilities.

In consultation and agreement with you, this Job Description may be amended at any time. Please forward a completed application form to [ryan.watson@selladoorvenues.com](mailto:ryan.watson@selladoorvenues.com) putting **PNTST** in the subject header. Closing date: **31 October 2021**