



Role Profile

This section provides key information relating to the role

Job Title:	Theatre Technician		
Post No:	P01415	Grade:	C
Team:	Place	Location:	Campus West
Responsible to:	Technical Manager		

Overall job purpose:

To assist and support the Technical Manager in all aspects of the technical department's activities working as a part of the technical team and on a day-to-day basis supporting the venue to ensure the smooth and safe running of all events including live on stage and digital cinema across CW Entertainment and associated venues.

The post holder will, from time to time, deputise for the Technical Manager.

This post includes unsociable hours, evenings, weekends, and occasionally overnight work.

Key areas of focus:

1.	To assist the Technical Manager in ensuring a high standard of technical support is provided for all aspects of the theatre's operation at Campus West and at associated venues.
2.	To assist the Technical Manager on all aspects of the delivery, makeup and presentation of live shows, digital cinema, satellite transmissions and A/V presentations as required. and to support any activity across Campus West that has a specific or related digital cinema or other audio-visual element.
3.	To maintain technical equipment in conjunction with the Technical Manager. To rig, focus and de-rig theatre / cinema and associated projection and audio-visual equipment as required.
4.	To assist the Technical Manager in the supervision and guidance of community users, with clear dialogue and communication with them to ensure all visitors using the premises and equipment are fully briefed and always follow in house procedures.
5.	To participate on get-ins, fit-ups and get-outs working across live theatre, digital cinema, film or audio-visual presentations as required and ensure the smooth and professional operation of events. To work shows as Flyman / Stage Crew / LX and Sound operator as required.
6.	To operate the cinema projection screen in the theatre and associated equipment in preparation for on stage and cinema events as required. including ingesting,

	play-listing, scheduling and screening of: DCP's / KDM's, DVD's, Blu-Rays, Still and Video images from computers, laptops and other devices.
7.	To be fully conversant with all digital cinema, satellite and film screening equipment and be informed of current technological developments and working practices for Theatre / Cinema and undertake further training and professional development as necessary.
8.	To actively participate with all housekeeping duties and ensure all technical area and working environments are kept tidy and orderly ensuring they comply with current licensing, fire and health & Safety requirements.
9.	To assist the Technical Manager and lead on weekly maintenance across the department such as Technical Inspections and weekly lamp rounds.
10.	To be aware of the health & safety requirements for Theatre's / Cinemas and associated equipment with particular emphasis and adherence to current licensing and fire safety regulations.
11.	To work with the Technical Manager and undertake risk Assessments and other health and safety assessments as and when required.
12.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
13.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
14.	Any other duties that are commensurate with the level and grade of this post.

Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
Industry related Theatre Tech or Digital Media qualification, experience or can demonstrate competency through working in the industry.	x		AP/IN
GCSE grade C or above or equivalent in Maths & English.	x		AP
Proven Experience of Technical Theatre or Live shows	x		AP/IN/AS
Proven experience of sound and lighting including live sound mixing, AV and Digital Cinema Operation.	x		AP/IN/AS
Holder of Valid First Aid Certificate (or ability to obtain one)		x	IN
Knowledge			
Computer literate and competent in the use of Microsoft Office applications	x		AS
Knowledge of Health & Safety in the workplace		x	IN
Knowledge of the Arts & Entertainment industry	x		IN
Skills and abilities			
A team player with excellent verbal and interpersonal communication skills required for dealing with staff, colleagues and customers.	x		IN
Ability to adapt quickly to demands and readily accepts changing situations.	x		IN
Ability to work on own initiative to resolve issues	x		AP/IN
Other attributes			
Ability to work flexible working hours as required by the business including unsociable hours, evenings, weekends and some bank holidays	x		AP/IN

**Assessment Criteria:
(AP) Application, (AS) Assessment, (IN) Interview**

Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We work together to get things done	We behave with integrity & fairness	We take responsibility for our actions and decisions	We perform at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.