

JOB DESCRIPTION

POST:	CASUAL THEATRE TECHNICIAN
JOB PURPOSE:	To assist with providing technical support to the Riverfront Theatre & Arts Centre for performances, shows, bookings, and events, as well as providing technical assistance across other Newport Live venues as may be required
RESPONSIBLE TO:	Technical Manager
SALARY:	£12 per hour – Real Living Wage
KEY RELATIONSHIPS:	Technical Manager, Deputy Technical Manager, Theatre Technicians, Casual Theatre Technician, Front of House, Operations team, Visiting companies, Technicians and performers.
BASE LOCATION:	The Riverfront Theatre & Arts Centre' with a requirement to work at any other Newport Live venues as and when required
MANAGEMENT RESPONSIBILITY:	None

I will be successful in my role when:

- All of my key operational responsibilities are consistently delivered to a high standard.
- I achieve all key performance indicators specific to my role.
- I role model the behavioural values of Newport Live through my performance.
- I work collaboratively across departments and service areas to deliver exceptional customer service to Newport Live's customers.
- Through my performance and passion, I inspire people to be happier and healthier

HOW MY PERFORMANCE IS MEASURED



OPERATIONAL RESPONSIBILITIES:

- 1** Installation, operation, and maintenance of electrical equipment for all stage productions, visiting shows, our cinema, and other conferences and hired events
- 2** Ensuring the safe and efficient set up and running of productions and events, maintaining consistently high production values
- 3** Moving sets and properties pre, during and post performances
- 4** Carrying out stage, lighting, sound, cinema, and maintenance duties as and when required
- 5** Working to tight technical schedules in accordance with set performance deadlines
- 6** Providing any necessary technical services for visiting companies, conferences and hired events
- 7** Ensuring all technical areas are kept clean and tidy, and in line with health and safety requirements, at all times
- 8** Collaborating with other departments to promote and ensure safe working environments and a positive health and safety culture for all
- 9** Acting as an ambassador for Newport Live in accordance with our Values, Code of Conduct, and relevant policies
- 10** Any other tasks that may be identified and delegated as necessary, to ensure the safe and efficient running of the technical team

The person undertaking this role is expected to work within the policies, ethos and aims of Newport Live and to carry out such other duties as may reasonably be assigned.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this role may vary from time to time without changing the general character of the role or level of responsibility entailed.

The role holder will work to deliver agreed performance objectives; these will be reviewed on a regular and formal basis through Newport Live performance management processes.

CASUAL THEATRE TECHNICIAN – PERSON SPECIFICATION

Area	Essential	Desirable
Qualifications	<p>1.1 Hold a recognised qualification in a technical field or have significant experience of working in a technical/theatre environment (Relevant Level 6 (Degree) qualification on the Credit and Qualifications for Wales)</p>	<p>1.2 Desirable - City and Guilds 2365 (Level 3 Diploma in Electrical Installations)</p> <p>1.3 Working at height, Telescope Training, Ipaf</p> <p>1.4 Practical Pyrotechnics - Safety awareness Certification</p>
Knowledge, Skills & Competencies	<p>2.1 Thorough understanding of the technical procedures required to operationally run a theatre and arts centre</p> <p>2.2 Clear communication skills, both written and verbal</p> <p>2.3 Skilled in the safe use of basic hand tools and power tools, including But not limited to Electrical screwdrivers, rigger tools, Drills, impact drivers and Electrical test meters</p> <p>2.4 Can operate and programme a wide range of lighting desks including ETC Eos family desks and software And / Or Can operate and programme Digital Sound Desk and equipment including Yamaha, Allen and heath and D&B R1</p>	
Experience	<p>3.1 Working in a technical role within a theatre, live events or community group</p> <p>3.2 Operating lighting, stage, and sound equipment in a professional theatre environment</p> <p>3.3 Providing a high level of customer care</p>	<p>3.4 Dante Sound Networking</p> <p>3.5 Operating computerised lighting systems.</p> <p>3.6 Networking and Concert Software</p> <p>3.7 AV equipment, set up and operation.</p> <p>3.8 Operation of digital Cinema Systems and programming</p> <p>3.9 Stage Management within a range of different events.</p>

<p>Personal Attributes</p>	<p>4.1 Have a passion for the use of technology in the arts, with a dedication to develop skills and experiences further</p> <p>4.2 Be self-motivated, ensuring a proactive approach whenever possible</p> <p>4.3 Good interpersonal skills; building effective relationships across all levels</p> <p>4.4 Confident to work alone with minimum supervision</p> <p>4.5 Effective prioritisation skills: working well as a team to ensure deadlines and targets are successfully met</p>	
<p>Other</p>	<p>5.1 Flexibility to work around performance times, which can involve late nights, weekends, and bank holidays</p>	<p>5.2 Hold a full UK Driving Licence</p>