

JOB DESCRIPTION

POST:	THEATRE TECHNICIAN (CASUAL)
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:	Grade 3: £12.60 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 To work with the technical department and undertake work as directed by the Technical Manager and Head of Theatre, Arts and Culture on electrical, sound and staging fit-ups get-ins, strikes, shows and get-outs in the main theatre, studio and other designated performance spaces in the venue.
- 2 To deliver a high standard of technical assistance to visiting companies, individual artists as and other groups and users, in areas such as stage preparation, lighting, cinema, sound provision and safety.
- 3 To operate and maintain production lighting, stage machinery, communication equipment, sound equipment and projection as required in all Newport Live venues under the supervision of the Technical Team.
- 4 To ensure the safe usage of theatre lighting, sound and communications equipment by students and visiting companies.
- 5 To safely operate the counterweight flying system for fit-ups get-ins, strikes, shows and get-outs in the Theatre.
- 6 To make up and project films as required.
- 7 To set up conferences and meetings at the Riverfront.
- 8 To set up exhibitions in the galleries and other spaces.
- 9 To undertake basic general maintenance in all areas of the Riverfront.
- 10 To ensure good housekeeping of the department.
- 11 To assist the Technical Team in ensuring the electrical safety of the Riverfront and visiting company equipment and production, carrying out PAT testing and maintenance as required.
- 12 To act as a point of liaison between the Newport Live Technical team and visiting company lighting and sound designers and to communicate clearly and efficiently in order to ensure a safe and efficient fit-up and process for incoming shows.
- 13 To ensure that all Health and Safety procedures and safe working practices are followed at all times so that all technical equipment complies fully with the Health and Safety at Work Act and all other relevant legislations.
- 14 To assist the Technical Team in the efficient and careful management of the Riverfront's resources including but not limited to lighting, sound and all other electrical equipment.
- 15 To work as part of the team to promote an overall high standard of customer care and service to the users of the Riverfront including building users, artists and other Newport Live colleagues.
- 16 Any other duties commensurate with the grade as required by the Technical Manager

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.

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, Tallescope 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>

Personal Attributes	<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>	
Other	<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>