

Technician

SOUTHEND THEATRES

Job Description
Person Specification

Oct 2016

Technician

JOB DESCRIPTION

INTRODUCTION

HQ Theatres & Hospitality (HQT&H) is a division of Qdos Entertainment Ltd.

Qdos Entertainment is wholly owned by husband and wife entrepreneurs, Nick & Sandra Thomas. Nick created Qdos Entertainment in 1999, and remains Chairman of the company, which is now one of the largest, broad-based entertainment Groups in Europe.

Rooted in family entertainment and traditional values, Qdos Entertainment has grown both organically and through a steady 'buy & build' strategy, by acquiring businesses that complement the original model, managed by a highly experienced management team.

Qdos Entertainment, via its wholly owned subsidiary HQ Theatres & Hospitality, has a proven track record of successfully managing and operating theatres and other cultural venues, and is the UK's second-largest regional theatre and concert hall operator.

The current portfolio of 11 venues include: The Cliffs Pavilion, Southend; The Palace Theatre, Westcliff; G Live, Guildford; The Lyceum Theatre, Crewe; Wycombe Swan, High Wycombe; The Wyvern Theatre, Swindon; The Arts Centre, Swindon; The Beck Theatre, Hayes; The White Rock Theatre, Hastings; The Orchard Theatre, Dartford, The Colosseum, Watford, and from April 2016 The Churchill Theatre, Bromley.

The Company also operates an extensive range of hospitality and accommodation environments, including restaurants, cafés, bars, coffee shops and boutique hotel rooms under the brand HQ Collection. The company's freehold restaurants and accommodation businesses include the award-winning Copper Horse Restaurant and Cottages; The Mayfield Pub, Carvery and Rooms in Seamer and The Plough Pub, Restaurant & Rooms in Scalby, near Scarborough.

SENIOR MANAGEMENT STRUCTURE

Chairman: Nick Thomas

Chief Financial Officer: Jim Parry

Chief Executive Officer, HQT&H: Julian Russell

Group Marketing Director: Ian Wilson

Operations Director, HQT&H: Alvin Hargreaves

Southend Theatres Ltd. is managed by the Theatre Director, **Ellen McPhillips**

LOCATION OF BUSINESS

HQ Theatres & Hospitality Limited has its headquarters office in Drury Lane, London.

The post holder will be based at **Southend Theatres Ltd.** The post holder's approved travel and other out-of-pocket associated costs will be reimbursed.

EQUALITY OF OPPORTUNITY

Qdos Entertainment Limited is committed to being an equal opportunities employer. The aim is to ensure that all employees are treated equally and are employed solely on the basis of their ability and potential to do the job, regardless of their race, colour, gender, sexuality, disability, age, religion or beliefs.

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REPORTING

Technicians report directly to the Buildings and Technical Manager.

PURPOSE OF THE POST

As part of the technical team the post holder will be responsible for all technical and associated aspects of stage and events presentation, ensuring the Cliffs Pavilion and Palace Theatre's standards of professionalism and presentation are maintained at all times.

ACCOUNTABILITIES

Key Accountabilities of the Post are to:

1. Be responsible for the operation of all sound and lighting equipment including the theatre sound desk and lighting board as part of the Technical team.
2. Operate flying systems and follow spots.
3. Assist visiting performers and companies with the get in of all staging and electrical equipment.
4. Assist in the rigging and focusing of lights and any additional sound installations as required.
5. assist in the breakdown and get out of all staging and equipment at the conclusion of performances and events.
6. Be responsible for the rigging and connecting of additional power supplies as required by some events.
7. Ensure he/she is fully aware of the exact requirements of forthcoming presentations and other duties and ensure such requirements and obligations are met in full.
8. Assist with staging and production duties when required.
9. Exercise the highest level of professionalism in the staging of all events at the Cliffs Pavilion and Palace Theatre, working closely with visiting producers and artists both professional and amateur and being fully conversant with their stage and technical requirements.
10. Promote good customer relations, particularly with amateurs.
11. Ensure all technical and stage areas are clear of personnel and performers at the conclusion of events and performances. Ensure that all areas are clear and secure and all equipment is intact.

12. Ensure that all technical and stage equipment is properly operated and maintained and that all technical and stage areas are kept clean, tidy and safe.

13. Abide by relevant health and safety and licensing requirements and ensure all visiting performers and personnel also conform to these requirements.

14. Assist the Buildings and Technical Manager in the day to day maintenance for the Cliffs Pavilion and Palace Theatre, including plant equipment, fixtures and fittings etc.

OTHER DUTIES AND RESPONSIBILITIES

1. Dress in accordance with the Southend Theatres uniform policy.
2. Attend staff meetings as required.
3. Undertake appropriate staff training and development as required.
4. Any other duties as required from time to time taking into consideration the grade of the post and capabilities of the employee in HQ Theatres' service.

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PERSON SPECIFICATION

- A working knowledge of get ins and get outs with a comprehensive understanding of building sets, lighting rigs and sound systems
- A working knowledge of rigging systems including counterweights, hemp, winches, trusses and loadstars
- An understanding of electrics including the rigging of stage lighting systems
- The ability to operate a MA Lighting Desk (preferable)
- A working knowledge and understanding of health and safety
- An understanding of fire safety, including previous experience in the operation of fire alarm panels (preferable)
- An understanding of security requirements in a technical environment
- Able to lead and direct a team of staff
- Able to deliver in house technical training
- Able to work in a calm, courteous and professional manner at all times and when under pressure
- An excellent verbal communicator and team player
- Good written communication and IT skills
- A flexible and positive attitude towards Southend Theatres' technical operations and its business requirements
- A positive attitude towards learning and personal development
- A flexible attitude and willing to work to meeting programming requirements, including evenings, weekends and bank holidays as required
- Willing to conform to dress code

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I acknowledge receipt of, and confirm my agreement to, carry out the duties described in the attached job description. I understand it is current at the date shown and that, in consultation with me, it is liable to variation by management to reflect or anticipate changes in, or to, the job.

Signed

Date

[Post Holder]

Signed

Date

[for and on behalf of Southend Theatres Ltd.]

Oct 2016