

Technician

SOUTHEND THEATRES

Job Description
Person Specification

December 2018

southendtheatres.org.uk
hqtheatres.com



hq
**THEATRES &
HOSPITALITY**
The UK's premier provider of
live entertainment and hospitality

HQ Theatres & Hospitality (HQT&H), the UK's second-largest venue operator, is a division of Qdos Entertainment Ltd, one of the largest entertainment Groups in Europe.

Southend Theatres provides a stunning range of live entertainment, theatre and dining in our two venues, the **Cliffs Pavilion** and the **Palace Theatre**, in the heart of Southend-on-Sea.

The Cliffs Pavilion is one of 12 venues within HQ Theatres & Hospitality's (HQT&H) current portfolio of regional theatres and concert halls. HQT&H currently manages 18 auditoria on behalf of local authorities, with capacities ranging from a 200 seat arts centre to a 2,400 seated/standing theatre. Last year HQT&H programmed a total of 2,354 shows which attracted attendances of over 1.5 million.

The Palace Theatre, which opened in 1912, is a delightful Edwardian theatre retaining many features from its music hall origins, and includes The Dixon Studio located on the first floor. The studio is regularly used for a range of small-scale presentations including both amateur and professional productions, stand-up comedians and children's theatre.

Employment type: Full time

Salary: Commensurate with skills and experience

Hours: 40 per week over 5 days out of 7, subject to variation to meet business requirements. Working hours will include evenings, weekends and Bank Holidays.

Work location: You will be based at **Southend Theatres Ltd.** and may be required to travel to and work at other HQT&H venues. Approved travel expenses will be reimbursed.

Purpose of the role: 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.

Our ideal candidate: The successful candidate will have an in-depth working knowledge of lighting and sound rigging and operation, gets ins and get outs, building sets, hemp flying and technical health and safety. An understanding of fire safety, security requirements and event planning is desirable. Excellent verbal communication and time management skills are essential, as is the ability to lead and train a team. The role includes lone and assisted manual handling tasks.

For an informal discussion contact: Michael Lewins, Technical Manager
michaell@southendtheatres.org.uk

Closing date: 5pm on 7th January 2018

How to apply: Send your CV and a covering letter to samf@southendtheatres.org.uk. Tell us why you think you are suited to this role, why it interests you and how we'll benefit from having you on board!

REPORTING

Technicians report directly to the Technical Manager.

KEY ACCOUNTABILITIES

Strategic & Operations

- 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.
- Operate flying systems and follow spots.
- Assist visiting performers and companies with the get in of all staging and electrical equipment.
- Assist in the rigging and focusing of lights and any additional sound installations as required.
- Assist in the breakdown and get out of all staging and equipment at the conclusion of performances and events.
- Be responsible for the rigging and connecting of additional power supplies as required by some events.
- 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.
- Assist with staging and production duties when required.
- 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.
- Promote good customer relations, particularly with amateurs.
- 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.
- 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.

Health & Safety

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

Recruitment, Training and Development

- Undertake training and development relevant to the successful execution of the job role.

Other Responsibilities

- Dress in accordance with Company uniform policy and wear protective clothing where issued and instructed.
- Attend staff meetings as required.

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.

PERSON SPECIFICATION

In order to be considered for this post you will need to evidence and demonstrate:

Experience & Knowledge

- 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 extensive knowledge of electrics including the rigging of stage lighting systems
- The ability to operate Yamaha series sound consoles (specifically M7CL and QL5)
- A working knowledge and understanding of health and safety
- An understanding of security requirements in a technical environment

Desirable

- The ability to operate Avolites and ETC Lighting Boards
- An understanding of fire safety, including previous experience in the operation of fire alarm panels

Skills

- 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

Attitude

- 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