

BUXTON OPERA HOUSE & PAVILION ARTS CENTRE

JOB DESCRIPTION

Job Title:	Technician
Department:	Technical
Reporting to:	Head of Technical
Responsible to:	Deputy Technical Managers and Senior Technician

1. Organisational relationships:

The post holder will be accountable to the Head of Technical and Deputy Technical Managers, whilst being responsive to visiting companies, customers, community groups, and other service users including artists, theatre companies and event delivery teams.

2. Description of role:

The role of Technician exists to support the Technical team, ensuring that all productions and events are delivered successfully and efficiently. The post holder will contribute to a first class service in all areas of work, particularly in the operation of technical equipment.

3. Duties and responsibilities specific to this post:

- To ensure that all visiting companies and theatre users receive appropriate technical support throughout their production.
- To offer creative and informed input to all aspects of the presentation of events, using an up-to-date knowledge and experience of new technologies and techniques to provide solutions to technical problems.
- To support and work collaboratively with creative teams, visiting companies and other departments to deliver a positive and efficient production process.
- To undertake the occasional supervision of technical casual staff and contractors as required.
- To carry out normal theatre duties (not limited to get-ins, get-outs, building and striking sets, rigging and de-rigging lighting, sound, AV equipment, staging, flying pieces, operating lighting, sound, projection, stage, flies, props, pyros) in any of the performance spaces or elsewhere as required.
- To operate Pavilion Arts Centre's Digital Projection System as required (including receiving, ingesting and downloading of features, adverts, advert packs, trailers, KDM's and other

material), ensuring all aspects of film presentation are of the highest standard at all times (including optimum image and sound quality) in order to meet the expectations associated with film presentation.

- To maintain digital cinema equipment, check diagnostics, assist trouble shooting and resolving of any technical issues and assisting engineers during service/maintenance visits.
- To be aware of, observe and contribute to all safety policies and procedures in place and any that may arrive with visiting productions.
- To act as a key holder, responsible for securing and setting intruder alarms in the PAC and BOH as required.
- To assist the Deputy Technical Managers in ensuring that all sound and lighting equipment operated is fit for purpose, correctly stored, maintained, identifying and fixing any defects as required.
- To assist the Deputy Technical Managers in ensuring good housekeeping of all technical areas which should be kept clean and tidy at all times, including safe storage and maintenance of tools, equipment and materials. Report, and where appropriate remedy, any defects or faults.
- To ensure working methods and practices always comply with instructions, procedures and risk assessments in accordance with Health and Safety legislation and HPTT's Health and Safety Policy.
- To undertake personal development and training in order to achieve and maintain the highest standards of safety, efficiency and operation.
- Any other duties within the level of responsibility and the competence of the post as directed by the Head of Technical or other senior staff.

Review arrangements:

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. This information may be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

PERSON SPECIFICATION - TECHNICIAN

Essential:

- Three years of industry experience in theatre or the arts.
- Experience ETC Eos Lighting Consoles.
- A good working knowledge of sound, video and lighting equipment.
- Experience of maintaining high standards of technical provision.
- Awareness of best practice, including Health & Safety and effective working methods.
- Excellent problem solving and decision making.
- Ability to lift bulky and heavy equipment as well as having good manual dexterity for operating equipment.
- Interest in and enthusiasm for the arts.
- Excellent written and verbal communication skills including a good standard of spoken and written English.

- Good ICT skills.
- Excellent organisational skills with a high level of attention to detail and ability to manage workloads to meet non-negotiable deadlines (e.g. performance schedules).
- Enthusiasm and calmness – to lead by example.
- A team player who is personable, diplomatic and has the ability to communicate effectively with people at all levels both internally and externally.

Desirable:

- Experience of working in produced, co-produced and touring theatre.
- Full clean driving licence. Driving a hired van may be required.
- Experience of hemp flying.

MAIN TERMS AND CONDITIONS:

Pay: £19,000 per year for 2080 hours.

Probation: Appointment is subject to satisfactory completion of 6 months' probation

Hours: This is an annualised hours contract for an average of 40 hours per week. Hours worked in excess of the contracted annual total will be paid at 1/2080th of annual salary.

Holidays: 6 weeks 4 days. This holiday entitlement includes Public Holidays.

Pension: Contributions as currently operated.