

JOB DESCRIPTION

Job Title:	Senior Technician
Department:	Technical
Reporting to:	Head of Production
Responsible to:	Deputy Technical Managers
Responsible for:	Part time and Casual Technical Staff

1. ORGANISATIONAL RELATIONSHIPS:

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

2. DESCRIPTION OF ROLE:

- To ensure that all productions and events taking place at our venues programme are delivered effectively and efficiently.
- To ensure that all events receive appropriate technical support throughout, and that the technical team delivers a first class service in terms of operation of technical equipment.
- To contribute, as necessary, to the overall success of the organisation as a whole.

3. DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST:

Listed below are the primary responsibilities:

- To undertake the day-to-day supervision of technical casual staff & contractors.
- To ensure that all theatre users receive appropriate technical support throughout their production & deliver a first class service in terms of operation of technical equipment.
- 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.
- Where required, to lead a team of technical casual staff & contractors on any production in the Pavilion Arts Centre & also small-scale productions at Buxton Opera House, such as simple comedy shows, music recitals & other similar style events.
- Where required, to play a key creative technical role on Learning & Participation productions.
- To carry out normal theatre duties (not limited to get-ins, get-outs, building and striking sets, rigging & 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 & setting intruder alarms in the PAC & 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 your 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.
- The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of Production.

It is a requirement of Buxton Opera House and Pavilion Arts Centre that all staff work in a flexible manner compatible with their jobs and in line with the objectives of the company. The role will require the postholder to work on weekends and evenings for the proper performance of their duties. Please note the job description for this position may be reviewed and amended to incorporate future business needs.

PERSON SPECIFICATION/ COMPETENCIES- SENIOR TECHNICIAN

Essential:

- Formal technical theatre training to HND 3 level or qualified by experience.
- 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 implementing effective working methods.
- Excellent problem solving and decision making.
- Ability to work at heights, lift bulky and heavy equipment as well as having good manual dexterity for operating equipment.

- Interest in and empathy 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 work-loads 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:

- Formal technical theatre training to degree level or equivalent.
 - Experience of working in produced, co-produced and touring theatre.
 - Experience of mixing live sound or programming lighting desks at a professional level.
 - Full clean driving licence. Driving a hired van may be required.
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SUMMARY OF TERMS

Contract	Full time, permanent, annualised hours contract (average 40 hrs per week)
Salary	£28,295 per annum
Probation period	6 months with one weeks' notice on either side
Pension	Auto enrolment
Holidays	25 days plus 8 days bank holiday per annum
