

BUXTON OPERA HOUSE & PAVILION ARTS CENTRE

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Technician

Department: Technical

Reporting to: Deputy Technical Manager and Senior Technician

1. ORGANISATIONAL RELATIONSHIPS:

The post holder will be accountable to the 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.

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 - TECHNICIAN

Essential:

- One year of industry or university/college 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.
- 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.
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SUMMARY OF TERMS

Contract	Full time, permanent, annualised hours contract (average 40 hrs per week)
Salary	£25,607 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
