

Job Description

Job Title:	Theatre Technician
Hours:	40 hours per week permanent
Salary Band:	£25,000 - £28,000 per annum
Reports To:	Technical Manager
Responsible For:	Casual technicians and show staff.

Main Purpose

The Other Palace is looking for a motivated and enthusiastic Technician to support the smooth delivery of all production elements and events undertaken in the venue along with ensuring upkeep of the building and facilities. The key elements of the role include:

- Under the direction of the Technical Manager and Deputy Technical Manager, to achieve the technical requirements for each production and event as far as possible, within the parameters of budgets and Health & Safety considerations. This includes received shows, hires, and events, BKL productions and in-house productions.
- Under instruction from the Technical Manager, to lead on the maintenance, repair, inspection, and replacement of both installed and loose technical equipment.
- To undertake periodic H&S and operational checks including, lamp rounds, fire alarm tests, LOLER inspections, PAT testing of technical equipment etc.
- To undertake lighting operation, basic sound operation and stage work on events and productions as required, including all preparation work and performance (show) calls.
- To undertake and lead on (where required) Get-ins, Fit-ups, technical rehearsals, performances, and Get-outs as required.
- To act as the duty technician for performances and events, overseeing the smooth running and suitable evacuation and safety procedures as required.

General Information

The Other Palace and Theatre Royal Windsor are operated as part of Bill Kenwright Ltd. One of the largest commercial theatre producers in the UK.

The Other Palace is a lively, friendly, and inventive venue in London Victoria, featuring a 312-seat main theatre and a 120-seat studio theatre as well as a bar and restaurant. The venue is a place where the next generation of theatre-makers are encouraged, supported, and celebrated. In October 2021 The Other Palace was acquired by Bill Kenwright Ltd. The venue both produces its own productions as well as hosting and supporting new writing, new musicals, workshops, and engagement activities.

Responsibilities include:

1. To enforce and encourage good safe working practices within the department to maintain high production values and efficient working.
2. To be familiar with current Health & Safety regulations relevant to the industry and to keep abreast of changes and developments and notify the Technical Manager of any health and safety issues which arise.

3. To ensure that all work undertaken throughout the theatre adheres to the in-house Health & Safety Policy and H&S regulations, with especial regard for loading and unloading equipment (from vehicles), manual handling, use of tools, working at height, electrical safety and use of access equipment. Alongside any other safe working practices within the department.
4. To support all productions to realise and deliver their technical requirements working alongside the Technical and Deputy technical manager, with a particular focus on Studio events and performances and audiovisual requirements for all events.
5. To undertake regular basic testing, checks and maintenance, such as daily lamp rounds, weekly fire alarm tests, seating checks etc. as well as undertaking maintenance and upkeep on venue technical equipment.
6. Play an active role in the fit-ups, production periods, show runs and get-outs as required by the staff rotas, including acting as duty technician for the purposes of evacuation responsibility and running of performances.
7. To ensure that venue equipment is stored safely and securely and is proactively cared for.
8. Any other duties appropriate to the post and under the Equalities Act with due consideration to any employees with a “protected characteristic” and within the framework of equal opportunities.
9. Ensure that all hazards are identified and managed to an acceptable level, ensuring all relevant documentation is also completed. You will also demonstrate you are committed to Health & Safety by leading by example.
10. Lead on creating a culture of pride in the workplace by always ensuring clean and well-presented public and backstage spaces within the building.

PERSON SPECIFICATION

Position Title:	Technician	Date Prepared:	11.07.22
Department:	Technical		

AF= Application		I = Interview		T= Test		
REQUIREMENTS				Essential	Desirable	Assessed
1.	EXPERIENCE AND KNOWLEDGE					
1.1	Demonstrable experience of working in technical theatre, or experience of touring drama, musicals, or live music performances.			✓		AF/I
1.2	Good demonstrable knowledge of all technical disciplines including basic rigging skills, stagecraft, and masking, moving lights, ETC lighting desks, sound system set-up, Sound desk operation and Qlab playback operation			✓		AF/I
1.3	A clear and solid understanding of applicable H&S legislation and best practices including Working at Height, LOWER, PUWER, PAT Testing, CDM regulations and working with electricity.				✓	AF/I
1.4	Experience of sound mixing for musicals or live music performance				✓	AF/I
1.5	Experience of line managing staff, including appraisal and development processes				✓	AF/I
1.6	Working knowledge of CAD software such as AutoCAD or Vector works				✓	AF/T/I
1.7	Excellent tact and skill in dealing with suppliers and external companies			✓		AF/T/I
1.8	Basic Microsoft Office skills			✓		AF/T/I
1.9	A good level of electrical safety at work knowledge, either to a recognized standard or to a competent level, Trained / qualified in PAT testing.				✓	AF/T/I
1.1-	Willingness to work evenings and weekends			✓		AF/I
2.	COMPETENCIES					
DECIDING AND INITIATING ACTION						
1.1	a) Makes prompt, clear decisions which may involve tough choices or considered risks b) Takes responsibility for actions, projects and people c) Takes initiative, acts with confidence and works under own direction d) Initiates and generates activity			✓		AF/I/T
LEADING AND SUPERVISING						
2.1	a. Provides others with a clear direction b. Sets appropriate standards of behaviour c. Delegates work appropriately and fairly d. Motivates and empowers others e. Provides staff with development opportunities and coaching f. Recruits staff of a high calibre			✓		AF/T/I

2.3	RELATING AND NETWORKING a. Establishes good relationships with customers and staff b. Builds wide and effective networks of contacts inside and outside the organisation c. Relates well to people at all levels d. Manages conflict e. Uses humour appropriately to enhance relationships with others	✓		AF//I
5.2	CREATING AND INNOVATING a) Produces new ideas, approaches or insights b) Creates innovative products or designs c) Produces a range of solutions to problems d) Seeks opportunities for organisational improvement e) Devises effective change initiatives	✓		AF//T
7.2	COPING WITH PRESSURES AND SETBACKS a) Works productively in a high-pressure environment b) Keeps emotions under control during difficult situations c) Balances the demands of work life and personal life d) Maintains a positive outlook at work e) Handles criticism well and learns from it	✓		AF//T
3	EDUCATION AND TRAINING			
3.1	A minimum of 5 GCSE grade A*-C passes, including in English and Math's	✓		AF
3.2	ABTT training qualifications or a degree or diploma in technical theatre.		✓	AF
3.3	IOSHH or CIEH H&S qualification		✓	AF
3.4	Working at Height Training, PASMA / Access Equipment Training,		✓	AF
3.5	First Aid at Work qualification		✓	AF
	A recognised Electrical qualification or training (i.e., City and Guilds or basic electrical safety training)		✓	AF

Application Information:

To apply please send your up-to-date CV and a cover letter outlining why you are suitable for the role by email to careers@theotherpalace.co.uk Please include your current notice period (if any) and when you would be available to start.