

JOB DESCRIPTION

Job Title	Technician or Senior Technician (dependent on experience)
Department	Production
Reports to	Technical Manager
Date	Oct 2024

Job Purpose

Theatre by the Lake is looking to appoint an experienced Technician to work alongside our existing Technical team. You should be committed to high-quality work and have a keen interest in working in producing theatre. You will be joining our existing LX, Sound and Stage Technicians in our evolving team as we look ahead to an exciting programme for 2025, providing an excellent service to our customers, visiting artists and community users.

The ideal candidate will have experience of working in a professional producing theatre or touring professional productions.

Key Objective:

To work as part of the Technical Department and support the Technical Manager in the delivery of all aspects of Theatre by the Lake's performances, festivals, events, and to support the wider Production department as necessary.

Main Duties (Technical and Senior Technician)

- Undertake the rigging, focusing, plotting and operation of all lighting, sound, video and associated systems
- Assist with stage work, including get-ins, get-outs, rigging and operation of flying equipment
- Provide technical support for incoming companies, festivals, education and outreach projects and other events.
- Provide technical support for community groups and amateur theatre companies who work across our spaces.
- Provide technical support for in-house and freelance creative staff.

- Supervise freelance or casual technicians, apprentices or work experience students working within the department, as required.
- Build and maintain positive relationships with all suppliers, production team members, creatives, audiences, and participants and always represent Theatre by the Lake in a professional manner.
- Undertake the maintenance of production and technical equipment at Theatre by the Lake and its stores
- Work under the theatre's Health & Safety policy and current legislation about the safe operation of theatre activities.
- Keep up to date with current developments and trends within technical theatre.
- Attend production and any other necessary meetings as required.
- Act as a representative and advocate of Theatre by the Lake.
- Engage with internal communications and stay abreast of organizational updates and developments.
- Support and uphold Theatre by the Lake's commitment to inclusivity and sustainability.
- Adhere to Theatre by the Lake's Safeguarding Policy including the reporting of any issues of concern following procedure.
- Undertake any other duties that may be reasonably required in connection with the position, as a member of a small and collaborative organization.

As a Senior Technician:

- Actively contribute to the effective operation of the Technical Department's work
- Lead on TBTL's technical work including get-ins, get-outs, turnarounds, rigging and operation of technical equipment
- Support the Technical Manager in the effective planning and management of technical operations (including scheduling, maintenance, and budgeting)
- Assist the Technical Manager in realising the technical requirements and designs for productions and events.
- For home-produced and co-produced work where we are the lead producer, liaising with external contractors, hire companies and sales representatives as necessary.
- Liaise and coordinate with visiting companies and creatives, ensuring they have been contacted in advance of their visit, and that the necessary paperwork is received on time.
- Maintain the paperwork necessary for the smooth running of the performances both received and in-house work.
- To attend Production, Progress, Technical and Interdepartmental meetings as required, and adequately prepare for and participate in these meetings as appropriate.
- Where necessary, act as Duty Technician, managing the room and taking responsibility for all departments, supervising staff, monitoring health and safety, working hours and breaks.
- Deliver training to technicians, casuals, students, and apprentices as required.

- Promote Health and Safety within the stage department (RAMS, Training, PPE/Tools as required, and regular checks)
- Deputise for the Technical Manager as required.

DBS Certificate

You will be required to hold a Basic DBS Certificate in this role. This will be subject to regular review by Theatre by the Lake in line with our Safeguarding policy.

Person Specification

The person specification will be used to consider suitable applicants for the shortlist and the exploration of skills at the interview.

Essential (Technician and Senior Technician)

- Experience of working in a professional producing or touring theatre at Assistant Technician level or above.
- Proven abilities in:
 - Rigging, programming and operating lighting systems, including ETC EOS series consoles;
 - Rigging, programming and operating sound systems, including Qlab; knowledge of radio microphones and digital sound desks
 - Rigging, programming and operating video and projection equipment
 - Simultaneous operation of lighting and sound systems
 - Maintenance of theatrical lighting equipment and infrastructure
- Experience of planning for and promoting electrical safety
- Excellent written and verbal communication skills
- Ability to problem solve using a calm and logical approach, even when under pressure.
- Adaptable and flexible approach to work.
- Excellent computer literacy.
- High aptitude for learning and retaining detailed information.
- Motivated individual able to work on their initiative.
- Willingness to work flexibly and to work shifts, including evenings and weekends.
- Ability to carry out the physical demands of the job.
- Excellent eye for detail and the ability to maintain high standards in the workplace.
- Excellent team player.
- Well-presented with a professional attitude and appearance.
- Willingness to undertake any necessary training.

- A keen interest in the development of lighting technologies and products in the industry.
- Awareness of health and safety issues, including a working knowledge of COSHH, LOLER and other related legislation.

Desirable (Technician & Senior Technician)

- Good programming skills on ETC consoles, including experience of programming consoles for productions
- Good working knowledge of digital sound desks, including experience of patching, programming and engineering productions
- Degree in a relevant discipline and/or similar relevant qualification or experience in Technical Theatre
- Electrical qualification.
- First Aid qualification.
- PAT testing qualification and/or experience of PAT testing.
- Full, clean driving license.
- A good knowledge of the theatre industry Companies and Associations.
- Awareness of Health and Safety Issues
- Experience of:
 - Working with rigging, motorised hoists and flying using a counterweight system;
 - Facilitating and supporting amateur dramatics companies.
 - Working with young people.
 - Building maintenance.
 - CAD drawing
 - Negotiating hire and purchase equipment

SENIOR TECHNICIAN

For the right candidate, with sufficient depth of experience across multiple disciplines, we would consider appointing as a Senior Technician.

The Senior Technician would be expected to deputise for the Technical Manager and as such should have at least 2 years' experience of working in a professional producing or touring theatre at Technician level or above, including:

- Experience of acting as Duty Technician, leading on get-ins, get-outs and turnarounds
- Supervising staff and freelance technicians
- Planning schedules and staffing resource
- Excellent leadership skills and the ability to manage a team
- Reacting proactively to immediate and evolving challenges
- Proactive approach to promoting Health and Safety within the department
- Experience of being the point of contact for visiting companies ahead of and during their visit