

Job Title: Senior Technician

Department: Resident Services
Service Area: Theatre Royal and Royal Concert Hall
Grade: F
Post reference number:

1 Job Purpose

To assist and when required supervise the safe, efficient and effective delivery of all technical production elements required for performances and events at the Theatre Royal and Royal Concert Hall.

2 Principal duties and responsibilities

1. Work on the fitting up, getting out, and operation of lighting, sound, sets and general staging equipment.
2. Work on the safe installation and maintenance of TRCH's portable electrical technical equipment.
3. Ensure that the lighting, sound and general technical staging of all visiting and in-house events at TRCH are presented to the very highest standards.
4. Day to day liaison with incoming companies, including close liaison with TRCH's Chief Electrician, Head of Lighting and Sound and Stage Manager.
5. Effectively manage any resources allocated and ensure any expenditure is authorised by and reported to the Chief Electrician, Head of Lighting and Sound and Technical Director.
6. Ensure the efficient management of staff resources as allocated and that all appropriate visiting company recharges are recorded.
7. Use TRCH's scheduling and resource allocation software as required to ensure that accurate information is available for the effective and efficient running all events.
8. Upkeep and maintenance of backstage and auditorium electrical and stage systems, to inform and liaise with other departments over other maintenance work.
9. Represent the department at meetings as and when required.
10. Maintain up to date knowledge of current and new theatre technical equipment and

industry best practice.

11. Under the Chief Electrician, Head of Lighting and Sound to ensure that safe working practices are observed at all times and to assist in the writing of risk assessments/method statements.
12. Help ensure the safe storage, installation and operation of pyrotechnic and special effects equipment.
13. Deputise for the Chief Electrician, Head of Lighting and Sound on venue and other technical matters in their absence, to supervise technicians, casual technicians and incoming companies.
14. Be aware of, adhere to, and implement any legislative requirements consistent with overall duties of this post, with particular regard to Health and Safety policies and procedures, Data Protection Act 1998, Equal Opportunities and Financial regulations.

3 All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

4. All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the General Data Protection Regulations and Freedom of Information Act.

5. This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

6 Numbers and grades of any staff supervised by the post holder:

Technicians and Casual Technicians as required, grades D & E

7 Post holder's immediate supervisor: Chief Electrician, Head of Lighting and Sound

Prepared by/author: Dave Guy **Date:** August 2021

Job title: Technical Director, Theatre Royal and Royal Concert Hall

Note: This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

Signature: **Date:**

Person Specification



Job Title: Technician

Department: Development
 Service: Royal Centre
 Grade: F

Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Experience	Experience of lighting and/or sound design		✓		✓	
	Experience of stage flying/rigging		✓		✓	
	Experience of the technical delivery of presented / production work in a mid/large scale venue.		✓		✓	
	Experience supervising technical crew and incoming companies.		✓		✓	
	Experience of managing and monitoring the allocation of technical resources				✓	
Technical	Ability to use and maintain relevant equipment in relation to lighting, sound, stage, audio visual and effects.		✓		✓	
	Understanding of relevant legislations to include Theatre and Licensing requirements, Health and Safety and other legislative requirements. Ability to complete and comply with risk assessments and method statements		✓		✓	
	ITC/Computer Literate		✓		✓	
	Experience of using various Microsoft packages including Word and Excel		✓		✓	
	Ability to programme and operate a Lighting Board and/or Sound Desk		✓		✓	
Communication and Team Work	Ability to communicate effectively at all levels.		✓		✓	
	Ability to motivate and lead a team		✓		✓	
	Strong interpersonal skills.				✓	
	Ability to represent and advocate for TRCH and maintain positive working relationships with colleagues across all departments.				✓	
Work to promote mutual respect and good relations	To demonstrate understanding of the Customer First approach towards service delivery and a commitment to Nottingham's City Council's Equality and Diversity Policy.				✓	

Work Related Circumstances	Willingness to comply with the City Council's non-smoking policy.				✓	
	The post requires constant, frequent evening, late night and weekend working.				✓	

P: Pre-application **A:** Application **T:** Test **I:** Interview **D:** Documentary evidence

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