

Casual Theatre Technician

Riverfront Theatre & Arts Centre

Grade 3 SCP 14

£9.90 per hour

Newport Live is an award winning not for profit sport, leisure and cultural trust; and registered UK Charity with an excellent track record of delivering innovative programmes and services to our communities and residents that *'inspire people to be happier and healthier'*.

We are looking to recruit enthusiastic and motivated individuals to the post of Casual Theatre Technicians to provide technical support for all venues across the city.

The successful applicant will be expected to provide technical support for get-ins, fit-ups, and get-outs, as required by the Technical Manager.

The post will require the post holder to work early mornings, evenings and weekends on a rota basis and the post holder will be required to attend mandatory staff training sessions.

The post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to a successful Disclosing and Barring Service (DBS) check.

For an informal discussion about the post please contact Newport Live enquiries on 01633 656757 and ask to speak with the Technical Manager or email chris.davies@newportlive.co.uk.

Application Process

You can download an application form and job description via the Newport LIVE website www.newportlive.co.uk alternatively they are available via e-mail request from jobs@newportlive.co.uk

Please return the completed application forms to jobs@newportlive.co.uk

This post is part of an ongoing recruitment process. You will be notified upon receipt of application and advised of next steps within the recruitment process.

JOB DESCRIPTION

POST:	CASUAL THEATRE TECHNICIAN
JOB PURPOSE:	To provide technical support for all venues within the Newport Live.
RESPONSIBLE TO:	Technical Manager
SALARY:	Grade 3 SCP 14/ £9.90 per hour
KEY RELATIONSHIPS:	Deputy Technical Manager, Technician, Assistant Technician
BASE LOCATION:	Newport Live venues, including The Riverfront Theatre, Newport Centre, Newport International Sports Village and the Active Living Centre.
MANAGEMENT RESPONSIBILITY:	None

I will be successful in my role when:

- All of my key operational responsibilities are consistently delivered to a high standard.
- I achieve all key performance indicators specific to my role.
- I role model the behavioural values of Newport Live through my performance.
- I work collaboratively across departments and service areas to deliver exceptional customer service to Newport Live's customers.
- Through my performance and passion, I inspire people to be happier and healthier

HOW MY PERFORMANCE IS MEASURED



DISCLOSURE AND BARRING:

This post may result in you having contact with children, the elderly, sick or disabled. Newport Live, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those this would normally be regarded as spent. You must complete the relevant section on the application form, applications will be returned if this section is incomplete. If successful in your application, you will subject to a Disclosure and barring check.

OPERATIONAL RESPONSIBILITIES:

- 1** Installation, operation and maintenance of equipment on all productions, conferences, hires, visiting shows, cinema and other events as required
- 2** Safe and efficient setting up and running of productions and events in all venues maintaining consistently high production values
- 3** Moving of sets and properties both pre-production and during performances
- 4** Carry out stage, lighting, sound, cinema or maintenance duties as required by Technical Manager or Deputy Technical Manager
- 5** Work to deadlines of production and technical schedules set by the Technical Manager or Deputy Technical Manager
- 6** Provide technical services for conferences, hires and visiting companies as required
- 7** Maintain good housekeeping within the department's areas
- 8** Liaise closely with other departments and work together to promote a safe working environment and positive health and safety culture.
- 9** Maintain a high standard of appearance when working with the public.
- 10** Deliver duties at venues outside of the Riverfront.
- 11** Support and promote all company policy, with specific attention to Equality & Diversity, Customer Care, Health & Safety and Data Protection.
- 12** Ensure a safe working environment is maintained at all times with particular regard to the health, safety and welfare of customers, visitors, staff and yourself.
- 13** Any other reasonable duties required to ensure the smooth running of the Technical Department.

The person undertaking this role is expected to work within the policies, ethos and aims of Newport Live and to carry out such other duties as may reasonably be assigned by the Chief Executive of Newport Live. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The post holder will work to deliver agreed performance objectives; these will be reviewed on a regular and formal basis through Newport Live performance management processes.

CASUAL THEATRE TECHNICIAN – PERSON SPECIFICATION

Area	Essential	Desirable
Qualifications	<p>1.1 Hold a recognised qualification in a technical field or have significant experience of working in a technical/theatre environment (A/I/C)</p> <p>1.2 Ability to understand Health and Safety and associated regulations in relation to a theatre/technical environment (A/I)</p>	
Knowledge, Skills & Competencies	<p>2.1 An understanding of the technical procedures required to run a theatre and arts centre (A/I)</p> <p>2.2 Communicate effectively, verbally and in writing (A/I)</p> <p>2.3 Use of basic handtools and Power tools. (A/I/T)</p> <p>2.4 Able to prioritise your work and work as part of a team (A/I)</p>	
Experience	<p>3.1 Experience of using lighting, stage and sound equipment in a professional theatre environment (A/I/E)</p> <p>3.2 Previous work in a technical area with Theatre companies/community groups (A/I)</p> <p>3.3 Operation of lighting, sound and staging equipment (A/I/T)</p>	
Personal Attributes	<p>4.1 Possess an enthusiasm and willingness (A/I)</p> <p>4.2 Self-motivated (I)</p> <p>4.3 Good interpersonal skills (I)</p> <p>4.4 Able to work under minimum supervision (A/I)</p> <p>4.5 Able to schedule workload in order to meet deadlines (A/I)</p> <p>4.6 Ability to work alone or as part of a team (A/I)</p>	
Other	5.1 Ability to work flexible hours (I)	5.2 Hold a full UK Driving Licence (C)

Method of assessment (* M.O.A.)

A: Application form (including shortlisting)

C: Certificate

E: Exercise

I: Interview

P: Presentation

T: Test

AC: Assessment Centre