

Theatre Technician

37 hours

Grade 5: £21,970-£24,719 (SCP 21-25)

Plus Benefits

Newport Live is a not-for-profit organisation and registered charity delivering theatre, arts, sports, leisure community and cultural services within the City of Newport across venues and the wider community. Newport Live operates The Riverfront Theatre & Arts Centre, one of the leading arts venues in South Wales.

The Riverfront Theatre has an exciting opportunity within the Technical Team at the Riverfront Theatre & Arts Centre.

The Theatre Technician is a key role within Newport Live and demands a motivated candidate with the ability to deliver high quality work. The role requires excellent organisational, planning and communication skills with high standards and strong attention to detail. The successful candidate will play a pivotal role in productions, within the main theatre, studio, and all other designated performance spaces in the venue.

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

Closing date for applications: Sunday 16th October 2022

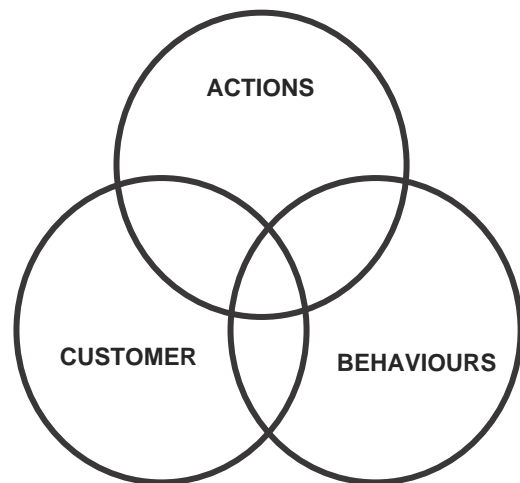
JOB DESCRIPTION

POST:	Theatre Technician
JOB PURPOSE:	To be responsible for all technical aspects of performances, events, exhibitions, conferences and cinema within Newport LIVE and ensure that these are delivered to a high standard
RESPONSIBLE TO:	Technical Manager
SALARY:	Grade 5: £21,970-£24,719 (SCP 21-25)
KEY RELATIONSHIPS:	Colleagues across Newport Live, Visiting Technical Teams, Artists, Performers, Producers, Presenters, Promoters, Suppliers
BASE LOCATION:	The Riverfront Theatre & Arts 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.

KEY RESPONSIBILITIES:

1. To work with the technical department and undertake work as directed by the Technical Manager and Head of Theatre, Arts and Culture on electrical, sound and staging fit-ups get-ins, strikes, shows and get-outs in the main theatre, studio and other designated performance spaces in the venue.
2. To deliver a high standard of technical assistance to visiting companies, individual artists as and other groups and users, in areas such as stage preparation, lighting, cinema, sound provision and safety.
3. To operate and maintain production lighting, stage machinery, communication equipment, sound equipment and projection as required in all Newport Live venues under the supervision of the Technical Team.
4. To ensure the safe usage of theatre lighting, sound and communications equipment by students and visiting companies.
5. To safely operate the counterweight flying system for fit-ups get-ins, strikes, shows and get-outs in the Theatre.
6. To make up and project films as required.
7. To set up conferences and meetings at the Riverfront.
8. To set up exhibitions in the galleries and other spaces.
9. To undertake basic general maintenance in all areas of the Riverfront.
10. To ensure good housekeeping of the department.
11. To assist the Technical Team in ensuring the electrical safety of the Riverfront and visiting company equipment and production, carrying out PAT testing and maintenance as required.
12. To act as a point of liaison between the Newport Live Technical team and visiting company lighting and sound designers and to communicate clearly and efficiently in order to ensure a safe and efficient fit-up and process for incoming shows.
13. To ensure that all Health and Safety procedures and safe working practices are followed at all times so that all technical equipment complies fully with the Health and Safety at Work Act and all other relevant legislations.
14. To assist the Technical Team in the efficient and careful management of the Riverfront's resources including but not limited to lighting, sound and all other electrical equipment.
15. To work as part of the team to promote an overall high standard of customer care and service to the users of the Riverfront including building users, artists and other Newport Live colleagues.
16. Be a key holder and open/lock up the building as directed.
17. To act as Duty Manager and when doing so, to be responsible for the safety and security of the building, staff and customers.

- 18.** Any other duties commensurate with the grade as required by the Technical Manager.

You will be 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.

THEATRE TECHNICIAN – PERSON SPECIFICATION

Area	Essential	Desirable
Education, Training & Qualifications	1.1 A minimum of 5 GCSE's grades A-C A	1.2 A relevant qualification in a technical or related field that supports and develops the skills and abilities for the post A
Knowledge, Skills & Competencies	2.1 Be able to communicate effectively, verbally and in writing A 2.2 Ability to use hand-tools A 2.3 Able to set your own priorities and work as part of a team A 2.4 Ability to develop new technical skills I 2.5 Ability to work at height I/A	2.6 Ability to schedule workload in order to meet deadlines A/I
Experience	3.1 Previous work experience in a venue, theatre company or community group on performances or presentations A 3.2 Experience of working in a technical/theatre environment for 2 years A 3.3 Operation of Digital lighting and Sound systems A/E 3.4 Ability to understand Health and Safety and associated regulations in relation to a theatre/technical environment I	3.5 Experience of AV equipment, set up and operation of digital Cinema Projection A 3.6 Experience of P.A.T. testing A 3.7 Experience of ETC EOS family Consoles. I/A 3.8 Experience of Yamaha Digital Sound desks and Dante networked sound systems I/A 3.9 Experience of operating counterweight Flying system. A/E
Personal Attributes	4.1 Be self-motivated I 4.2 Good interpersonal skills I 4.3 Able to work alone with minimum supervision A/I 4.4 Ability to work as part of a team within a pressurised environment. A/I	
Other	5.1 Able to work evenings, weekends and bank holidays A	

	5.2 Be available to work flexibly to meet the requirements of the post A/I	
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A: Application form (including shortlisting)
C: Certificate
E: Exercise
I: Interview
P: Presentation
T: Test
AC: Assessment Centre

Candidates must demonstrate in their application that they meet **all essential** shortlisting requirements to be considered for an interview with Newport Live.
