

JOB DESCRIPTION TEMPLATE

JOB TITLE	Assistant Technician
CONTRACT STATUS	Permanent, full-time
SALARY	<p>Starting Salary £18,600, plus get outs & Sunday church supervision shifts. End annual earnings circa £22-24k</p> <p style="text-align: right;">Get outs will be paid at TMA rate.</p>
HOURS	<p>40 hours per week. Please note that additional hours are frequently required depending on performance schedule, staff leave or sickness. Any overtime is to be taken as time off in lieu, which will be scheduled as immediately as possible in manageable increments by arrangement with the Head of Production & Technical Manager.</p> <p>Shifts: A rota will be issued which is created around the performance schedule.</p>
RESPONSIBLE TO	Head of Production & Technical Manager

OTHER KEY WORKING RELATIONSHIPS	Internal: Senior Lighting Technician, Deputy & Other resident & freelance Technicians
	External: Visiting Companies

JOB PURPOSE, DUTIES & RESPONSIBILITIES

- To assist the Technical Manager, Senior Lighting & Sound Technician & other resident technicians, in providing a high standard of technical support to in house productions and visiting companies.
- To work on fit ups and get outs across all departments, in which tasks and responsibilities will build as training and experience is increased.
- To share with the other residents, the duties and operation for all shows on the Yvonne Arnaud main stage and Mill Studio.
- To perform stage cues.
- To operate the flying system.
- To show operate the lighting & sound desks.
- To show operate the digital cinema system when necessary.
- To assist with the maintenance of stage equipment.
- To be responsible for equipment and tools.
- To undertake any other reasonable responsibilities as and when required.

Other

- Demonstrate an understanding of the Theatre's values, ethos and mission and to promote these through everyday practice in the role.
- Comply with all legislative, regulatory and policy requirements as appropriate
- Comply with the Theatre's Financial Regulations and financial management procedures
- Observe the policies, procedures and practices of Health & Safety in all aspects of the role
- Demonstrate the value and importance of equality and diversity in every aspect of the Theatre's work, and show commitment through everyday practice in the role
- Work in accordance with, and promote the Theatre's environmental sustainability policy and practices
- Work continuously to improve individual knowledge, skills and behaviours for the current role and for the longer-term, gaining appropriate professional qualifications/accreditation and maintaining membership of appropriate professional bodies as appropriate
- Participate in Theatre events including when these are held in the evenings, at weekends or otherwise outside of normal working hours.
- Undertake such other duties as may reasonably be required from time to time

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
SKILLS / ABILITIES	<ul style="list-style-type: none"> • A proven practical ability towards at least 1 theatre discipline with knowledge and basic practice of all aspects of technical theatre in, sound, stagecraft, flying, rigging, carpentry, av, lighting. 	<ul style="list-style-type: none"> • A general knowledge of theatre venue aspects and proven practical skills beyond basic training. • Work as a venue technician either as a resident or a casual a benefit.
KNOWLEDGE	<ul style="list-style-type: none"> • ICT skills. 	
QUALIFICATIONS	<ul style="list-style-type: none"> • Either, an education in technical theatre on a practical production course to diploma or degree level, or, sufficient proven practical experience as a freelance technician in which case a formal qualification can be deemed not necessary. 	
EXPERIENCE	<ul style="list-style-type: none"> • Professional practical theatre experience . 	<ul style="list-style-type: none"> • Venue experience, either as a full time employee or a casual with continuous employment.
PERSONAL QUALITIES	<ul style="list-style-type: none"> • A real desire to work and expand knowledge and experience in technical theatre across <i>all</i> disciplines. 	<ul style="list-style-type: none"> • A confident, good humoured and friendly person with excellent communication skills and an enjoyment of performance and production.

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How to apply

Application is by completing the Job Application Form, optional CV, covering letter and Equal Opportunities Monitoring Form.

Please email your application to: lcheal@yvonne-arnaud.co.uk
Application deadline is Friday 23rd July 2021.

Data Protection – If you apply for a job or work experience at the Yvonne Arnaud Theatre, we will need to collect certain personal data and special category data as part of your application. By providing information within your CV and covering letter, you are consenting to its use for the purpose of processing your application and assessing your suitability to the position applied for. If your application is unsuccessful, our policy is to delete/destroy the application six months after the closing date. If we feel that your details would be useful to keep for a longer period, should an appropriate position arise in the future, we will seek your permission to maintain these records for longer than six months.

Notification – Application deadline is Friday 23rd July 2021.

You will receive an acknowledgment of your application within 3 days after the deadline date. The processes of interview and final notification will be completed within 1 month of acknowledgment date.

1st stage interview will be via Teams.

Shortlisted candidates will be invited to the theatre to meet the team, a tour, and a practical exercise.

This position is available immediately but the intended start date is flexible for the right candidate. All applicants will receive a response.