

Theatre Technician Application Pack

October 2021

October 2021

Dear Applicant,

Thank you for your interest in the post of Theatre Technician at Cambridge Arts Theatre.

If you would like to apply for this position, please e-mail a CV, detailing your full employment history, academic and professional qualifications if applicable and a covering letter of **no more than 500 words** that outlines your suitability for the role to: jcree@cambridgeartstheatre.com

The deadline for all applications is **Friday 5 November, 5pm**.

I look forward to receiving your application and thank you for your interest in the work of Cambridge Arts Theatre.

Yours sincerely,



Julian Cree
Head of Technical

E: jcree@cambridgeartstheatre.com

T: 01223 578905

CAMBRIDGE ARTS THEATRE

JOB DESCRIPTION

JOB TITLE: Theatre Technician
RESPONSIBLE TO: Senior Theatre Technician

Cambridge Arts Theatre

Cambridge Arts Theatre is an independent theatrical charity. We're here to inspire and nurture a lifelong love of the performing arts and to secure the future of our Theatre for the next generation of theatregoers.

Purpose of role

To carry out the duties of a Theatre Technician in a first class receiving/producing venue with due diligence as directed by the Senior Theatre Technician including but not limited to: work the get in, fit up, show running and get out of productions. To work alongside other technical staff and casuals to create a safe and welcoming environment. To ensure that the core values of CAT are adhered to at all times.

KEY RESPONSIBILITIES:

- To work in a co-operative and collaborative manner with The Head of Technical, Senior Technician, Other technical staff, casual workforce and visiting companies in executing the technical needs of the visiting company in the theatre.
- To perform performance duties on all productions as directed by the Senior Technician.
- In conjunction with the Senior Technician to be responsible for the management and the upkeep of the venue and all of its technical equipment.
- To ensure accurate working time records are kept up to date and submitted in a timely manner to the Senior Technician when required.
- To carry out preliminary and preparatory work where required for Visiting Companies.
- To manage time efficiently and where practically possible, within the Working Time regulations and the company's Working Time Policy.
- To take responsibility for all technical equipment and to undertake in the training and safe operation of such equipment.
- To advise on replacement equipment and training requirements as needed.
- In conjunction with the Senior Technician assist in ensuring all statutory inspections and certifications are kept up to date.
- In conjunction with the Senior Technician assist in ensuring that all electrical equipment in the theatre is kept up to date with relevant inspections and certification.
- To ensure that good housekeeping is maintained in all technical areas and backstage areas.

- To be aware of current Health and Safety Legislation and other Legal requirements affecting the areas of responsibility and to ensure that all work is carried out in keeping with policy and procedures.
- To keep the Senior Technician informed at all times of issues to areas of responsibility.
- To respond to and co-operate with the needs of the visiting company and the rest of CAT to enable a positive and supportive solution to relevant problems.
- To work in a co-operative and collaborative manner with all staff within and outside of Technical areas.
- To work on planned maintenance and the upkeep of the building fabric as directed and on a regular basis.
- To attend production meetings, when appropriate, respond to show reports and together with the other members of the technical department resolve any matters that may arise.

HEALTH AND SAFETY

- To maintain a knowledge and awareness of current Health and Safety legislation and other legal requirements affecting the areas of responsibility and to ensure that all work is carried out in keeping with the company's policy and procedures.
- In conjunction with the Senior Technician implement and maintain effective Health and Safety controls, to ensure safe and reliable operation of all technical equipment and correct Health and Safety practices with particular attention to Working at Height.
- In conjunction with the Senior Technician carry out risk assessments, both on a generic departmental basis and for specific projects as necessary.

GENERAL

- To keep the Senior Technician informed at all times of issues relating to areas of responsibility.
- To attend production, planning and other meetings and notes sessions as required.
- To respond to show reports and generally assume responsibility for the technical areas.
- To help maintain adequate stocks of consumables, tools and equipment for the efficient running of the department.

This list of duties and responsibilities is not exhaustive and the employee may be required to perform duties outside of this brief as is operationally required and at the discretion of their line manager.

PERSON SPECIFICATION

ESSENTIAL

- An understanding and practical knowledge of the principles and safe working practices of theatre lighting, sound, electrical installation and theatre flying, rigging and practices.
- The ability to work on one's own initiative and within a team.
- Excellent communication & interpersonal skills.
- Friendly and approachable manner. Co-operation and adaptability will be key ingredients.
- Pro-active and flexible approach to work. The applicant must have the ability to work within a small team who will inevitably spend much working time together as a close knit group.
- Good communication with visiting companies.
- Good IT skills using Microsoft Office and Drawing packages.
- Responsive to artistic needs.

DESIRABLE

- Previous touring experience– desirable but not essential.
- Previous experience within a receiving/ producing venue – desirable but not essential.
- A good understanding and appreciation of all theatrical technical departments.

EXPERIENCE

- Significant experience as a Theatre technician at a similar professional level.

Cambridge Arts Theatre is an equal opportunities employer welcoming applications from all sections of the community. We particularly encourage applications from those who are currently under-represented both at the Arts Theatre and more widely in the industry. For example, but not limited to, applicants who experience barriers and inequity due to ethnicity, disability, gender identity, sexuality and/or socio-economic background.

TERMS AND CONDITIONS:

Salary:	£27,000 per annum, depending on experience
Hours of Work:	This salary will be offered as a buyout for hours worked, to a maximum of 40 hours per week averaged over the duration of the contract, in conjunction with the company's Working Time Policy
Holiday entitlement:	20 days for full time staff
Probationary Period:	3 months
Notice Period:	Following the completion of a successful probationary period, the notice period is 1 month
Pension:	The employer offers an auto-enrolment pension with Standard Life.

Closing date for applications: Friday 5 November, 5pm

Appointment subject to references.