

**JOB TITLE:** Senior Theatre Technician at Cambridge Arts Theatre (CAT)

**REPORTING TO:** The Head of Technical

<p><b><u>JOB PURPOSE:</u></b> To carry out the duties of a Senior Theatre Technician in a first class receiving/producing venue with due diligence as directed by the Head of Technical including but not limited to... overseeing the get in, fit up, show running and get out of productions. To lead the rest of the 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.</p>
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**KEY RESPONSIBILITIES:**

- To work in a co-operative and collaborative manner with The Head of Technical, Technical staff, casual workforce and visiting companies in establishing, budgeting and executing the technical needs of the visiting company in the theatre.
- In conjunction with the Head of Technical to be responsible for the management and the upkeep of the venue and all of its technical equipment.
- In conjunction with the Head of Technical ensure that the correct staffing levels are in place for the residency and to schedule staff accordingly.
- To ensure accurate working time records are kept up to date and submitted for payment 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 Head of Technical ensure all statutory inspections and certifications are kept up to date.
- To ensure 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 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 ensure planned maintenance and upkeep of the building fabric is undertaken on a regular basis.
- To attend production meetings, when appropriate, respond to show reports and assume responsibility together with the other members of the technical department, for the running of the residency in all venues.

## 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.
- To 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.
- To carry out risk assessments, both on a generic departmental basis and for specific projects as necessary.

## GENERAL

- To keep the Head of Technical 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 management of the technical areas.
- To undertake the procurement and maintenance of 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.

## EXPERIENCE

- Significant experience as senior technician/ head of department at a similar professional level.

## ESSENTIAL ATTRIBUTES:

- An excellent understanding and practical knowledge of the principles and safe working practices of counterweight flying, theatre rigging and practices.
- An excellent understanding and knowledge of the safe working practices around truck packs.
- Significant demonstrable experience in leading crews on fit up's and get outs.
- The ability to work on one's own initiative and within a team
- Excellent communication & interpersonal skills.
- Good organizational and planning 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
- Strong IT skills using Microsoft Office and Drawing packages
- Responsive to artistic needs

DESIRABLE ATTRIBUTES:

- Previous touring experience– desirable but not essential.
- A good understanding and appreciation of all theatrical technical departments.

FURTHER INFORMATION:

Salary: TBD 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

Probationary Period: 3 months

Pension: Based on a 40-hour full-time week.

Regular evening and occasional weekend work required.

There is no paid overtime and no formal time off in lieu system.

Following the completion of a successful probationary period, the notice period is 1 month The employer offers an auto-enrolment pension with Standard Life

Closing date for applications: .....

Appointment subject to references.

We are committed to equality of opportunity and encourage applications from minority ethnic and disabled people, as they are under-represented amongst our staff.