TECHNICIAN (LIGHTING) JOB DESCRIPTION

Responsible to: Technical Manager (Line Manager), Head of Lighting and Sound (Supervisor)

Responsible for: Casual Technicians

Key relationships: Head of Production, Heads of Technical Departments, Technicians, Company Stage Manager, Stage Managers

## Purpose of Post

To assist the technical team in achieving the highest standards in the delivery of technical requirements for Derby Theatre productions, received, hire and related projects throughout organisation.

The postholder has a specialism of theatre lighting but is expected to support other departments flexibly as a multiskilled technician. Therefore, the person filling this post will also be expected to work in all technical areas (sound, AV, stage) as required.

The nature of the post requires un-supervised work and overseeing the work of others.

## Key responsibilities

* Actively contribute to the effective operation of the Production and Technical department’s work.
* Work with the lighting designer on Derby Theatre produced work, with regard to programming shows, managing related paperwork and creating practical’s when required.
* Responsible for all lighting equipment, including storage, maintenance and annual inspections to comply with current Health and Safety legislation.
* Provide autonomous technical support on produced and received shows, leading others in the team when required.
* Assist the Technical Manager and Head of Lighting and Sound with compliance with all relevant Health and Safety procedures and statutory regulations.
* A full member of the team during fit-ups and get-outs, including loading and unloading trucks and handling large and heavy scenery.
* Provide the highest level of customer and audience care and service at all times.
* Lead and supervise casual staff as and when required.
* Drive company vehicles as required.

## Learning Theatre

* Actively promote and understand the values and mission of the Learning Theatre.
* Working with the Technical Manager and the Learning Team, actively support Derby Theatre’s Learning Theatre model, including a commitment to engage with the University of Derby’s Theatre related higher education provision.
* Lead and facilitate learning opportunities and support the theatre’s wider role as a learning environment.
* Provide technical support to assigned learning productions and projects.

## General

* Deputise in the absence of the Head of Lighting and Sound and AV.
* Be responsible, when required, for the security of the building and equipment and as required, carry out Duty Technician roles.
* Provide technical support on produced and received shows as well as all learning projects and other events on and off-site.
* Assist the technical team in the administration of incoming companies and other organisations.
* Keep up to date with all current technical theatre equipment.
* Keep the workplace in a safe and tidy manner.
* Actively initiate and implement better systems of work wherever applicable.
* Keep up to date with developments in the industry as they relate to your role, and to contribute to the overall development of the department and organisation.
* Take an active role in the team and staff as a whole, and to attend team, departmental or cross-organisation meetings.
* Ensure that Derby Theatre’s policies, procedures and values are observed in every area of the department’s work.
* Act always in the best interests of Derby Theatre, protecting intellectual property and confidential information at all times.
* Carry out any other duties as may reasonably be required from time to time, commensurate with the level of the post.

We expect all Derby Theatre staff to work in a flexible manner to effectively deliver their role and in line with the objectives of the company, including the Learning Theatre model, Equality and Diversity, and Sustainability.

The job description for this position may be reviewed and amended to incorporate the future needs of the department and the organization.

This job description is intended as a guide to the nature of the work required of this position, it is neither wholly comprehensive nor restrictive and is subject to review.

# PERSON SPECIFICATION

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| **Criteria**  | **Essential/ Desirable**  | **Method of Assessment**  |
| **Knowledge and Skills**  |  |  |
| Health and Safety Knowledge  | Desirable | Application, interview  |
| A First Aid Qualification  | Desirable  | Application, interview  |
| Full clean driving license  | Desirable  | Application  |
| Working at Height Training  | Desirable  | Application, interview  |
| Electrical qualification (e.g. BS7909, PAT Test etc.)  | Desirable  | Application  |
| Tallescope / IPAF qualification   | Desirable  | Application, interview  |
| **Experience**  |  |   |
| Experience and comprehensive understanding of technical theatre  | **Essential**  | Application, interview  |
| Experience of both received and produced theatre  | **Essential**  | Application, interview  |
| Experience of programming ETC lighting desks for mid-scale to large shows | **Essential**  | Application, interview |
| An ability to read technical drawings | **Essential**  | Application, interview  |
| Proficient in the programming of intelligent fixtures  | **Essential**  | Application, interview  |
| Sound understanding of the full production processes | **Essential**  | Application, interview  |
| Experience of sound operation/programming, especially Yamaha consoles  | Desirable  | Application, interview  |
| Competent in the use of single purchase counterweight flying  | Desirable  | Application, interview  |
| **Personal Attributes**  |  |  |
| To be creative and resourceful in problem solving  | **Essential**  | Application, interview  |
| Ability to work unsupervised and as an effective part of the technical team  | **Essential**  | Application, interview  |
| A willingness to support learners of different ages, including young people and students  | **Essential**  | Application, interview  |
| Organised and a good attention to detail  | **Essential**  | Application, interview  |
| Ability to work with a wide range of people  | **Essential**  | Application, interview  |
| To demonstrate the ability to work with and support other departments  | **Essential**  | Application, interview  |
| Ability to meet deadlines and manage time effectively  | **Essential**  | Application, interview  |
| A strong team player with a flexible approach to work  | **Essential**  | Application, interview  |

**MAIN TERMS & CONDITIONS OF SERVICE**

**Salary:** £24,957

**Contract:** Full time.

**Hours:** 39 hours per week. Evening, weekend and bank holiday working will be required.

**Holiday:** 28 days per annum, rising to 33 days over five years, including public holidays.
**Probation:** Appointment will be subject to satisfactory completion of a six-
 month probationary period.

**Notice**  One month.

**Benefits:** Derby Theatre operates a NEST contributory pension scheme, Complimentary or discounted tickets to selected shows (non-transferable and subject to availability), Cycle to Work scheme.

**Other Terms** In accordance with BECTU and the Derby Theatre House Agreement, A DBS check is required for this post.

**HOW TO APPLY, IN FIVE STEPS**

1. Visit our website www.derbytheatre.co.uk to download an application form. **You must fill in this form to apply as no CVs will be accepted.**
2. You may choose to respond to the **PERSONAL STATEMENT** as a video or audio file. If so, please attach the files in an mp4 format, ensuring that they are no higher than 10MB or send via a we transfer link <https://wetransfer.com/>.
3. If you can, please **save the file as a PDF** with your name in the file name.
4. Read our guide to ‘Applying for a job at Derby Theatre’ for information about the application process.
5. Email your completed application form, or files to jobs@derbytheatre.co.uk and complete our Equal Opportunities form which can be found here <https://derbytheatre.co.uk/about-us/work-with-us/equal-opportunity/>

We aim to actively champion and celebrate diversity in all its forms. We are committed to equality of opportunity for all of those we work with and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

We positively encourage disabled people, people of African or Caribbean heritage, South Asian heritage, East Asian heritage, West Asian heritage, Central Asian heritage, Southeast Asian heritage and people of Middle East and North African heritage and those who have experienced racism. By the term ‘those who have experienced racism’, we are referring to individuals who have experienced discrimination based on the colour of their skin, race and/or their culture.

We guarantee to interview any candidate with a disability who meets the essential criteria for the role.

**WHAT SHOULD I EXPECT IF I AM INVITED TO AN INTERVIEW?**

We aim to make the interviews as accessible and engaging as possible and we want you to talk about yourself and your work experience in a relaxed and friendly setting. We feel an interview should be a chance for you to find out more information about the role and to also get a sense of whether this is the right environment for you.

With this in mind we have designed an interview which will enable potential

candidates to meet members of the team and see some of the spaces where you might be working. As well, of course, a chance to talk about you and your work experience. We will send you examples of some of the questions in advance of the interview and please let us know in advance if you have any special requirements or needs that we might want to consider.

**Closing Date: 19th November 2024**

**Interview Date: 29th November 2024**