

# Technician (Part time)

## **SWINDON** **WYVERN THEATRE** **& ARTS CENTRE**

Job Description  
Person Specification

November 2021

**HQ Theatres** is the UK's leading regional theatre specialist and part of Trafalgar Entertainment.

**Swindon Theatres** is one of 11 venues within the company's current portfolio of regional theatres and concert halls, with capacities ranging from a 200 seat arts centre to a 2,400 seated/standing theatre. HQ programmes more than 2,500 different shows attracting audiences of over 1.5 million.

**The Wyvern Theatre** (635 seats) and **Arts Centre** (224 seats) are exciting places to work. Both venues offer a mixed programme of concerts, comedy, dance, drama, musical theatre and local amateur productions. We also host a wide range of hospitality and dining events throughout the year and hire our spaces for conferences, private parties and weddings. We are extremely proud of our venues. Our teams enjoy working in an ever-changing environment with people who have true passion and dedication. If you're looking to work in unique surroundings and in a role that allows you to drive your interests and ambitions forward, we may have just the job for you!

- Employment type:** Part Time
- Salary:** £10, 750 per annum
- Hours:** 20 hours per week over 5 days out of 7, subject to the varied business requirements. Working hours will include evenings, weekends and Bank Holidays.
- Work location:** You will be based at **Wyvern Theatre** and will be required to work at the **Swindon Arts Centre** on a regular basis. You may be required to travel to and work at other HQT&H venues. Approved travel expenses will be reimbursed.
- Purpose of the role:** As a member of the technical team, the post holder will be responsible for assisting with the preparation of, setting up and a variety of operational duties in respect of the diverse range of productions and events staged by professional and amateur companies, as well as the routine maintenance of the facility, as directed by buildings and technical manager and deputy technical manager.
- Our ideal candidate:** We are looking for a multi-skilled technician to ensure the smooth running, efficient and safe working environment for all staff and visiting companies who can strive to offer the best possible service to all users of the two venues.
- For an informal discussion contact:** David Jell, Buildings and Technical Manager  
01793 509043, [david@wyverntheatre.org.uk](mailto:david@wyverntheatre.org.uk)
- Closing date:** 12<sup>th</sup> December 2021
- How to apply:** Send your CV and a covering letter to [david@wyverntheatre.org.uk](mailto:david@wyverntheatre.org.uk). Tell us why you think you are suited to this role, why it interests you and how we'll benefit from having you on board!

## **REPORTING**

You will report directly to the Buildings and Technical Manager and Deputy Technical Manager, within the post you will line manage the casual technicians.

## **KEY ACCOUNTABILITIES**

### **Strategic**

- With other members of the technical team, contribute as required to the achievement of Swindon Theatres business plan and its relevant targets and objectives.
- Identify improvement projects and in conjunction with the technical management discuss and carry out improvement works.

### **Operations**

- To ensure a safe and productive working environment are maintained and that all technical work is executed in compliance with the rules stipulated in the Local Authority Licence for Places of Entertainment, Health and Safety at Work, ABTT Technical Standards for places of Entertainment and within HQ theatres and Hospitality internal policies and procedures.
- To support and assist the technical management in achieving all required levels of performance and presentation to maximise the efficiency and impact of the technical department in the successful operation of the two venues.
- As part of the technical team to be responsible for assisting with the setting up of shows and events and to assist with various operational duties as instructed, including the operation of counterweight flying, lighting design and operation, sound design and operation and the understanding of both intelligent lighting systems and digital sound consoles.
- To assist with moving scenery and equipment during a production, working with lighting, sound and special effects as directed.
- To assist visiting companies and performers with the get-in and get-out of all staging and electrical equipment as directed.
- As part of the technical team, to work closely and promote good customer relations with all visiting producers and companies.
- Carry out routine maintenance on the two venues technical equipment and systems as directed by the technical management.
- To assist in the management of contractors as required.
- Carry out maintenance tasks within the two venues as directed by the technical management.

### **Health and Safety**

- Ensure the safety and comfort of customers and visiting companies at all times whilst on the premises.
- To develop a good working knowledge of the two buildings facilities and services.
- To assist in protecting and safeguarding the buildings and their content from possible theft, damage and abuse by carrying out assigned duties as directed and abiding by policies and procedures issued.

- To abide by relevant Health and Safety licensing requirements and to ensure all visiting performers, contracts and the general public also conform to these requirements.
- To act as Duty stage manager and fire officer during performances ensuring the safety of performers, staff and patrons.
- To be a designated key holder and to undertake and ensure the safety and security of the building as required.

#### **Recruitment, Training and Development**

- To agree to undertake training and development as appropriate and to also keep apprised of developments and current practises within technical theatre.

#### **Other Responsibilities**

- Any other duties as required from time to time, taking into consideration the grade of the post and capabilities of the employee.
- Dress in accordance with our company uniform policy and wear personal protective equipment where issued and instructed.
- Attend and, if required note take meetings as required.

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

## **PERSON SPECIFICATION**

In order to be considered for this post you will need to evidence and demonstrate:

### **Essential**

- Experience working as part of a team.
- Knowledge and use of theatre lighting and sound systems including rigging, focusing, plotting and problem solving and testing.
- Knowledge and use of counterweight flying systems and temporary rigging solutions such as chain hoists.
- An understanding of electrics including single and three phase heavy mains power.
- Previous experience working in a busy theatre environment.
- Ability to work safely at height, using ladders and other access equipment and from the tension wire grid area and fly floors.
- Literacy, computer literacy and numeracy as appropriate to the role.

### **Desirable**

- An understanding of security requirements in a technical environment including fire safety.
- The ability and understanding to use power tools and work on general buildings maintenance.
- Experience of leading a team.
- Experience of working with young people.
- IOSH or similar Health and Safety qualification.

### **Personal**

- Enthusiasm for the performing arts and entertainment.
- Reliable, with a flexible and pro-active attitude.
- A strong customer service focus and a genuine desire to deliver an excellent experience every time.
- A "Can do" attitude and a positive, flexible approach to the job role, work colleagues and peers.
- A presentable, professional and approachable manner which sets an example for others to follow.
- Willing to work flexible hours including evenings, weekends and Bank Holidays.
- A good sense of humour.