

Casual Technician

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

Job Description
Person Specification

April 2019

Swindon Theatres is one of 12 venues within HQ Theatres & Hospitality's (HQT&H) current portfolio of regional theatres and concert halls. HQT&H currently manages 18 auditoria on behalf of local authorities, with capacities ranging from a 200 seat arts centre to a 2,400 seated/standing theatre. Last year HQT&H programmed a total of 2,354 shows which attracted attendances of over 1.5 million.

HQ Theatres & Hospitality (HQT&H), the UK's second-largest venue operator, is a division of Qdos Entertainment Ltd, one of the largest entertainment Groups in Europe.

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: Casual

Salary: £8.21 per hour plus TMA payments

Hours: 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 assist 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 technical team and management.

Our ideal candidate: We are looking for multi-skilled technicians to assist 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: Paul Wyse, Buildings and Technical Manager
01793 509043 , pwyse@wyverntheatre.org.uk

Closing date: Ongoing

How to apply: Complete the HQ application form – available from www.swindontheatres.co.uk - and provide a covering letter to admin@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 technicians and the buildings and technical management.

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 support and assist the technical team 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, assist 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 team.
- To assist in the management of contractors as required.

Health and Safety

- Ensure the safety and comport 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.

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

- Dress in accordance with our company uniform policy and wear personal protective equipment where issued and instructed.

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.
- Previous experience working in a busy theatre environment.
- Literacy, computer literacy and numeracy as appropriate to the role.

Desirable

- 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.
- Ability to work safely at height, using ladders and other access equipment and from the tension wire grid area and fly floors.
- 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 working with young people.

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.