

HAYES
BECK THEATRE

Casual Technician

Job Description
Person Specification

November 2021

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

Beck Theatre 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.

Beck Theatre is a vibrant and dynamic place to work – a venue which presents a wide and varied programme of music, theatre and comedy. We always provide our staff with the best opportunities to train and develop within the organisation.

- Employment type:** Casual
- Salary:** £8.91
- Hours:** Casual hours, this will be offered work on a 'shift by shift basis' within a flexible shift pattern, which will include evenings, at weekends, and on Bank Holidays, as well as weekday daytimes.
- Work location:** You will be based at the Beck Theatre, Hayes
- Purpose of the role:** As a member of the Casual 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 directed by the Technical Manager.
The successful applicant will be required to comply with our Data & Barring Service (DBS) Check procedures.
- Our ideal candidate:** We are looking to appoint multi-skilled Technicians to ensure a smooth running, efficient and safe working environment for all staff and visiting companies, to assist with building maintenance and to strive to offer the best possible service to all users of Beck Theatre.
- For an informal discussion contact:** Fiona Nisbet – Deputy Technical Manager
fnisbet@becktheatre.org.uk
- Closing date:**
- How to apply:** Send your CV and a covering letter to fnisbet@becktheatre.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 Deputy Technical Manager.

KEY ACCOUNTABILITIES

Operations

- As part of the technical team ensure that the highest level of professionalism is achieved in the staging of all events at Beck Theatre. The post holder will work closely with visiting companies and artists both professional and amateur and be fully conversant with their stage and technical requirements. The post holder will ensure that the technical department deliver first class standards of customer care to all internal and external clients.
- Under the supervision of the technical team the post holder may be asked, after suitable training, to operate technical systems including sound, lighting, rigging, power and flying equipment.
- The post holder will assist visiting performers and companies with the get in of all staging and electrical equipment. Assist in the provision of all technical services including but not limited to rigging and focusing of lights and any additional sound installations as required.
- At the conclusion of performances and events, the post holder will assist in the breakdown and get out of all staging and equipment.
- When required, the post holder will assist with staging and production duties. To stage manage, deputy stage manage or stage crew for a wide variety of productions. To include get ins, fit ups and get outs.
- At the conclusion of events and performances, ensure all technical and stage areas are clear of personnel and performers. Ensure that all areas are clear and secure and all equipment is intact.
- The post holder will abide by relevant health and safety and licensing requirements and will also ensure all visiting performers and personnel conform to these requirements and that good housekeeping procedures are adopted.
- General building maintenance of the venue, to include (but not restricted to) lamp rounds, fire checks, general painting and carpentry etc.
- Set up function rooms, furniture and AV equipment as required.

Recruitment, Training and Development

- Undertake training and development relevant to the successful execution of the job role.

Other Responsibilities

- Dress in accordance with Company uniform policy and wear protective clothing where issued and instructed.
- The post holder may attend casual and volunteer meetings.
- Any other duties as required from time to time, taking into consideration the grade of the post and the capabilities of the post holder.

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:

Experience

- A working knowledge of get ins and get outs, with a comprehensive understanding of building sets, rigging and operating lighting and sound systems.
- Working knowledge of rigging systems, including counterweights, hemp, winches, trusses and chain hoists including electric and manual types.
- An understanding of electrics including single and three phase heavy mains.
- A working knowledge and understanding of technical health and safety.
- Ability to use Microsoft Word, Excel, Outlook and PowerPoint.

Skills

- At least a basic understanding of Outlook, Word, Excel and PowerPoint required.

Attitude

- A good team player
- The role includes regular manual handling, lone and assisted lifting tasks to facilitate the movement of equipment and sets on and off tour vehicles.
- A flexible attitude and willing to work to meet programming requirements, including evenings, weekends and banks holidays as required.
- A willingness to undertake developmental opportunities

Other

- Willing to agree to appropriate Data & Barring Service (DBS) background checks.

Desirable

- The ability to use power tools, and work on general building maintenance
- An understanding of fire safety including previous experience of the operation of fire alarm panels.
- An understanding of security requirements in a technical environment.