

HAYES BECK THEATRE

Technician

Job Description
Person Specification

June 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:** Full Time
- Salary:** c. £20,000-25,000 p.a. dependent on experience, ability and potential
- Hours:** 40 per week over 5 days out of 7, subject to variation to meet business requirements. Working hours will include evenings, weekends and Bank Holidays.
- Work location:** You will be based at The Beck Theatre and may be required to travel to and work at other HQT&H venues. Approved travel expenses will be reimbursed.
- Purpose of the role:** Provision as required of technical (stage, electrics, projection and / or sound) support for the preparation and performance of productions and events at The Beck Theatre, and of routine maintenance of buildings and equipment, so as to ensure the highest standards of artistic quality and customer service are offered to theatregoers and other users of The Beck Theatre, and thus support of the achievement of Beck Theatre's business, service polices and targets.
- Our ideal candidate:** We are looking to appoint a multi-skilled Technician 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 The Beck Theatre.
- For an informal discussion contact:** Nigel Howlett, Building & Technical Manager
Nigel@becktheatre.org.uk
- Closing date:** Friday 9th July 2021, 12.00am
- How to apply:** Send your CV and a covering letter to kwelsh@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

Strategic

- Contribution as appropriate to achievement by the Technical team of customer service targets and standards.
- Support the Building Technical Manager in the development and implementation of new ways of working, so as to better achieve Beck Theatre and HQ Theatres' business and services objectives and targets.

Operations

- Technical contribution as required in stage, lighting, sound and projection for get-ins, fit-ups, rehearsals, performances and get-outs, in line with Beck Theatre house rules, policies and practices.
- Completion of all in-house periodic tests, inspections, preventative maintenance and record findings. These will include (but are not restricted to) fire checks, water checks, PAT Testing, safety checks, first aid checks, auditorium seating checks.
- Execution of any reactive maintenance of the venue, to include (but not restricted to) lamp rounds, repair of fixtures and fittings and general maintenance.
- Maintenance of stage, lighting, sound, plant and other equipment as required. Including fault diagnosis and repair.
- To be a designated key holder and to undertake and ensure the safety and security of the building as required.
- As required by the Building and Technical Manager and/or Deputy Technical Manager, or in their absence, communication with and collaboration with production company personnel during the period of engagement, so as to support fully Beck Theatre's business and service targets, including cost-effective use of resources.
- Assistance to the Deputy Technical Manager with the keeping of records of maintenance work and stock checks, so as to ensure that stock levels are appropriate and monitored;
- Supervision of all work experience placements, including but not limited to, annual intake, (in liaison with other departments) participants weekly schedule, health & safety induction and any relevant correspondence.
- To assist the Hospitality team with technical support for their dining events and functions as required.

Health & Safety

- Adherence at all times to Beck Theatre Health and Safety at Work requirements, rules and regulations, so as to ensure a duty of care to colleagues and to others working at Beck Theatre, as well as to proper care of self.

- Acting, when required, as Duty Stage Manager/Fire Officer during performances ensuring the safety of performers, staff and patrons.

Recruitment, Training and Development

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

Other Responsibilities

- Ensure all duties are carried out in accordance with departmental and company Health & Safety procedures
- Dress in accordance with Company uniform policy and wear protective clothing as issued, if applicable.
- Attend meetings as required.
- Undertake any relevant training and development that may be required and keep abreast of developments in his/her field of expertise.
- Carry out 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

- Proven excellent track-record for quality technical support of theatrical productions and related events
- Proven excellent track record of adherence to Health and Safety at Work regulations and procedures
- Good record of co-operation, communication, contribution and initiative as a member of a technical team in a theatre or entertainment environment
- Knowledge and experience of maintaining and repairing equipment
- Knowledge and experience of general building maintenance
- Proactive and positive attitude to problem solving
- Ability to respond to varying workload and to manage tasks and time efficiently
-

Attitude

- 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.

Other

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

Desirable

- Current First Aid qualification
- Current PAT Testing qualification
- Current Tallescope Training
- Experience of digital cinema projection
- Clean driving license