

**Job Description**

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| **Department** | **CORPORATE RESOURCES** |
| **Job Title** | **Theatre & Venue Technician** |
| **Grade** | E |
| **Primary Purpose of Job** | Provide technical support to the Albert Halls Complex and Victoria Square (external sites) in respect of room hire, theatre performances and events and functions. |
| **Reporting To** | Senior Technician |
| **Direct Staffing Reports** | Theatre/event operational support staff |

**Main Duties**

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| **1** | Act as the first point of contact for ‘get ins’ and ‘get outs’ for specific shows, performances and events ensuring all technical requirements are met. | |
| **2** | Assist with the movement and installation of equipment in a safe and appropriate manner, adhering to current Health and Safety regulations and ensuring all booking conditions are adhered to. | |
| **3** | Ensure technical equipment is fully maintained, in good working order and is safely and securely stored at all times. | |
| **4** | Operate all technical equipment and assist with the supervision of performance/event staff or external technicians and crew. This will include working at heights and lifting heavy equipment. | |
| **5** | Liaise with hirers and users of the Albert Halls and Victoria Square to ensure all personnel operate and use the Albert Halls technical equipment in a safe manner providing support and training as required. | |
| **6** | Assist in the set up and dismantling of equipment for meetings, functions, and events in the Albert Halls Complex, including events on Victoria Square and external sites. | |
| **7** | Help maintain an inventory of technical assets including consumables and equipment ensuring they are appropriately stored and controlled. | |
| **8** | Liaise with external suppliers of technical equipment. Ensure that equipment manuals and technical specifications and drawings are available and up to date. | |
| **9** | Assist in the issue of cotags, keys and car park passes etc, in liaison with senior staff and security and response. | |
| **10** | Enter and retrieve data from the computer system and ensure all records are maintained with accuracy. | |
| **11** | Deputise for the Senior Technician when required. | |
| **Date Job Description updated:** | | **November 2023** |
| **Job Description prepared by:** | | **Head of Marketing, Communications and Commercial Development** |

**Person Specification**

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| **Department** | | **CORPORATE RESOURCES** | | |
| **Job Title** | | **Theatre & Venue Technician** | | |
| **Stage One** | | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see [Carers-Charter-FINAL.pdf (gmhsc.org.uk)](https://www.gmhsc.org.uk/wp-content/uploads/2018/04/Carers-Charter-FINAL.pdf) are guaranteed an interview if they meet the essential criteria for the role | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | |
| 1. | Effective communication skills, written and oral, ability to understand room plans/layouts and liaise with customers and other sections within the Authority. | | | Application Form/Interview |
| 2. | A good understanding of general health and safety practices applicable to the working environment. | | | Application form/interview |
| 3. | A good working knowledge of sound and lighting equipment and its operation. | | | Application form/interview/tour of theatre |
| 4. | Ability to work on your own initiative. | | | Interview |
| 5. | Ability to supervise staff. | | | Application form/interview |
| 6. | Numeracy skills for the purpose of scheduling and large-scale events and dealing with groups of people. | | | Interview |
| 7. | Good organisational skills for the purpose of scheduling and large-scale events and dealing with groups of people. | | | Application form/Interview |
| 8. | Ability to operate theatrical sound and lighting equipment and web casting equipment. | | | Interview/tour of theatre |
| 9. | **Competencies** – Please note the Council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | |
| 1. | Experience of supervising a team of staff | | | Application form and interview |
| 2. | Experience of working within a theatrical environment | | | Application form and interview |
| 3. | Experience of working with artists and road crews | | | Application form and interview |
| **3. Work Related Circumstances** | | | | |
| 1. | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | | | Interview |
| 2. | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | | | Interview |
| 3. | This role requires the job holder to work outside of normal office hours, for example at evenings and weekends, to meet the needs of the service. | | | Interview |
| 4. | This role requires the job holder to be physically fit and able to carry out aspects of the job such as lifting/carrying/standing for lengthy periods. | | | Interview |
| **STAGE TWO** | | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | | |
| 1. | Experience in programming digital sound and lighting systems | | | Application form/interview |
| 2. |  | | |  |
| **2. Experience/Qualifications/Training etc** | | | | |
| 1. | Minimum of 2 years theatre experience | | | Application form/interview |
| 2. | Front line SIA door supervision licence | | | Application form/interview |

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| **Date Person Specification updated:** | **November 2023** |
| **Person Specification updated by:** | **Head of Marketing, Communications, and Commercial Development** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





