



## Job Description: L92 Technician

### **Main Purpose of Job**

This position covers both shows and events at the Ipswich Regent Theatre and sister venue, The Corn Exchange.

The Regent Theatre is the largest auditorium in East Anglia and hosts large scale touring musical productions, named artistes including comedians and touring music artistes, dance and large-scale production shows.

The Corn Exchange is a multi-purpose venue, hosting smaller shows than those at the Regent Theatre as well as a number of events and private hires throughout the year.

We also work collaboratively across the service area supporting external events.

This role is to provide specialist technical services to shows and events with a technical emphasis on lighting, sound, AV, flying and stage management.

### **Main Duties**

1. Coordinate the set-up and operation of lighting, audio, visual, flying or stage equipment, including the direct supervision and training of Shows & Events Assistants on using this equipment.
2. Supervise and assist in the rigging, patching, focusing, plotting and operating of all audio, visual and lighting equipment. Diagnose and resolve technical issues to ensure seamless event delivery.
3. To carry out maintenance work through diagnosing and remedying electrical and mechanical faults on technical equipment. This includes the management of the inventory, annual maintenance, service and PAT testing of all technical equipment.
4. To liaise and work with visiting companies to ensure that all requirements are met within the required deadlines and to the appropriate standard.
5. To act as duty Venue Technician on the day for smaller shows and events, ensuring the successful production of shows and events by liaising with visiting companies, internal teams and providing the services detailed in the show's

production specifications, including provision of staff, equipment, facilities and resources (lighting, sound, rigging, electrical requirements etc.)

6. To supervise and assist in the manual handling of equipment and scenery for show transit and in the assembly and de-assembly of equipment for productions. Support dynamic live productions through safe and efficient handling of technical equipment and scenery
7. To maintain a clean and safe working environment, ensuring that all Health and Safety systems, policy and guidance are complied with at all times by Council staff and visiting companies (including attending training on equipment or procedures when necessary.
8. To monitor and review the efficient and effective implementation of established systems of work whilst on duty, taking appropriate remedial actions when required to address any issues.
9. To monitor usage of technical consumables and place orders to maintain suitable stock.
10. To ensure effective communication with staff, volunteers, partners and contractors is maintained at all times and that the highest possible standards are achieved for visiting organisations and the customer.

Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.

## PERSON SPECIFICATION

### Technician

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESMENT
<b>Qualifications</b>	<p>ONC/OND standard or equivalent in a technical related profession or equivalent.</p> <p>Excellent literacy and numeracy skills</p>	<p>First Aid at Work Certificate</p> <p>IOSH or similar Health and Safety qualification</p>	Application Form / Certificates
<b>Relevant experience</b>	<p>2 years' experience of working in a technical role in a busy theatre/event/multipurpose environment</p> <p>Experience in the control and operation of sound and lighting equipment</p> <p>Experience of maintaining electrical and mechanical plant equipment</p> <p>Experience of working in a team to achieve shared objectives</p> <p>Experience of working to deadlines in a high pressured environment</p>	<p>Previous relevant experience in a similar role working on live events</p>	Application Form / Interview
<b>Specialist knowledge</b>	<p>Detailed knowledge of Health and Safety legislation &amp; procedures relating to theatre, events and licensed premises</p> <p>Advanced knowledge of theatre sound, lighting, stage and flying equipment use and terminology,</p>	<p>Knowledge and experience of using theatre IT packages: AutoCAD,</p> <p>NRC level 2 or similar rigging qualification</p>	Application Form / Interview

	<p>comfortable in the majority of lighting and sound consoles.</p> <p>Knowledge and experience of using IT packages including MS Office and Teams</p>	<p>Electrical and PAT qualification</p> <p>MEWP or forklift licences</p>	
<b>Personal skills</b>	<p>Interest in Theatre and Live Events</p> <p>The ability to fault find and diagnose technical problems and find solutions. Ability to communicate well at all levels and with a wide variety of people, and to interpret requests.</p> <p>Handles pressure in a positive and purposeful manner and able to remain calm in an emergency situation</p> <p>Ability to work as a part of a team</p> <p>Ability to prioritise and manage time and workloads effectively</p> <p>Ability to work under own initiative and without direct supervision</p> <p>Ability to deal with all people in a respectful and positive manner</p>	<p>Ability to quickly establish rapport with colleagues and visiting companies</p>	<p>Application Form / Interview</p>
<b>Special working conditions</b>	<p>Evening and Weekend working is required, sometimes until the early hours of the morning</p> <p>Capable of physical work for a sustained period including carrying and pushing heavy equipment</p> <p>Ability to work in a noisy environment during sound checks and show productions</p>		<p>Application Form / Interview</p>