



Job Description

Post Title: Junior Theatre Technician

Service: Assembly Hall Theatre

Grade: 1

Responsible To: Technical Manager

Job Summary: To assist in the effective and efficient technical operations of the Assembly Hall Theatre. To learn technical skills on the job, with the purpose of developing a theatre specially within one of the theatre trades.

Main Duties to Include:

1. To assist the Senior Theatre Technicians, Head of Stage and Technical Manager in the running of the theatre.
2. Take part in get in's, fit ups and get outs. Leading as required in absence of senior management and be stage crew during shows, act as duty technician and manage technical crews and casual workers as required.
3. Ensure that that current technical standards in the lighting department are met and maintained.
4. To clean and maintain all stage lighting equipment as well as clean and re-lamp all light fittings in the building.
5. General rigging, hemp, motor and counterweight flying; working at height.
6. Assist with maintenance of all technical equipment within the theatre.
7. Assist other technical teams in the theatre as required.
8. Complete show check lists and reports and carry out Health and Safety inspections; including fire alarm testing.
9. As required assist in the setting of the auditorium and seating.
10. Undertake building maintenance duties as required.
11. Unlock and open up theatre and lock up and secure theatre as required.
12. To ensure that all statutory and local authority conditions of licence, Health & Safety at Work and fire regulations are properly adhered to at all times
13. To be aware of and exercise personal and corporate responsibilities under the Health and Safety at Work Act and other related matters

NB This job description is not intended to be an exhaustive list of all the tasks and responsibilities of the post. In line with Service needs, some tasks may need to change and any changes will be made in consultation with the postholder.