

LANDMARK THEATRES LTD

Landmark Theatres Ltd Job Description

Theatre Technician

Theatre Technical Manager

Job description

Job Title: Theatre Technician

Responsible to: Technical Manager

Place of Work: Peterborough Theatres

Hours of Work: 40 hours a week, including some evening and weekends

Salary: £22,000 to £23,000 per annum plus BECTU payments

Contract: Permanent Contract

Pension: Company Pension Scheme available

Probation: 6 months

Start Date: As soon as possible

About Landmark Theatres:

LANDMARK THEATRES is a community embedded National organisation designed to deliver the highest quality theatre to the widest possible demographic in the least culturally engaged places in England.

The idea for Landmark Theatre Ltd was born before the pandemic, which has served to make it more urgent. The theatres, some of whom have previously

been closed or in difficulty under previous administrations, have been through a transformation over the past 2 years. Previously named Selladoor Venues, Landmark Theatres is now moving forward with an ambitious new model for operating. We are building a new producing theatre organisation outside London – for the first time in a generation. This community embedded new national organisation is designed to deliver the highest quality theatre by for and with the widest demographic in the least engaged places in England. Funding from Arts Council is a great vote of confidence in our potential to deliver to areas previously underinvested in culturally.

We are headquartered at the Queen's Theatre, 100 Boutport Street Barnstaple and currently we work in North Devon and in Peterborough. We look forward to working with our national, regional, and local partners and most of all with the artists and communities in our places – to deliver measurable economic benefit, improve health and well-being and first and foremost to empower talent and create and curate exceptional work.

The Arts Council's investment of £3million over the next three years will ensure that Landmark Theatres can deliver an ambitious artistic mission, driving quality work, inspiring, and developing new talent for and with the audience we serve across North Devon and Peterborough.

This is an organisation with the huge ambition necessary to tackle disproportionality.

The business will complete transitioning to a charitable company to coincide with the negotiation of our funding agreement with ACE. The company has strong foundations in generating income as commercially driven businesses, driving trade and strong attendance. But newly found relationships with key stakeholders such as the Arts Council England have broadened the companies' ambitions against their Let's Create Strategy.

Landmark Theatres Ltd is committed to being a diverse and inclusive organisation and we are keen to make our workforce more representative of different backgrounds and experiences of the communities we serve. We work to remove barriers and pride ourselves on giving opportunities to people from all walks of life and all class backgrounds. We welcome applications from people who are under-represented in our organisation. These include those who identify as LGBTQIA+, D/Ddeaf, disabled, those who are early in their careers or come from groups who experience racial inequality.

We are committed to protecting the privacy and security of your personal information. If you would like to see a copy of our privacy notice please write to karen.harding@selladoorvenues.com

Landmark Theatres Ltd is committed to safeguarding the welfare of participants and partners. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent'

as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013).

About the Role

Landmark Theatres is looking for experienced technicians to join their multi skilled team covering all disciplines. The technician will form a team of 6, working alongside the Technical Manager & Deputy Technical Manager & team of technicians across both of our venues in Peterborough. The individual will need to be flexible, adaptable to change with excellent technical skill and experience. You will work alongside colleagues, casual technicians, freelancers and also contractors on a variety of productions & projects including community and professional touring shows. This is an exciting opportunity as you will be provided opportunities to develop your technical experience to help to deliver technical expectations and high standards across all areas at our venues from lighting, rigging, sound, stage management and equipment maintenance.

Purpose & Responsibilities of the Role:

The following section is intended to list the key competencies and responsibilities of the role but is not intended to be exhaustive.

Key Responsibilities

Production and Operational

- To work within the Technical department on the safe provision of all technical aspects relating to productions at Selladoor Venues or productions by Selladoor Worldwide; this includes working fit-ups, get-outs, show calls, and production periods as scheduled.
- To assist and oversee the day-to-day installation and operation of all lighting, sound, rigging, staging AV, access, emergency and safety systems at the New Theatre & Key Theatre Peterborough used for performance and production periods. To be proficient in the use of all in-house systems and equipment.
- Attending production meetings, rehearsals, technical rehearsals, get-ins, get-outs, and performances as instructed by the Technical Manager.
- Working as show crew, based on staff rotas and arranging cover where applicable.
- To programme sound desks and EOS lighting desks when required,
- Be an active and engaged member of Peterborough theatres technical team.
- Set up and support for any lighting/sound requirements in rehearsal rooms.
- To support and assist other departments and teams at the New Theatre & Key Theatre as required to ensure the smooth operational running of the venue.
- To take on Duty Technician roles during performances, as required
- To assist with administrative tasks as required, including but not limited to preparation of rotas, risk assessments and method statements, logging of

equipment testing, and inspections as requested by the Technical Manager.

Staffing

- Supervise personnel as required by the Technical Manager. Including full-time, casual/freelance, and incoming company production staff. Ensure that all personnel are fully briefed on health and safety procedures and that all work in the theatre adheres to the working practices and guidelines of the theatre.
- To participate in the recruitment of casual technicians.
- Assist the Technical Manager & team with training and induction for new full-time, casual, and freelance staff, with specific emphasis on the safe working practices of the theatre including evacuation procedures.
- To be available on the rota to cover duties as required.
- To promote good working relationships with all visiting companies and artists and to provide a welcoming environment within the theatre.

Health and Safety

- To be familiar with current Health & Safety regulations relevant to the industry and to keep abreast of changes to such regulations.

- To ensure that working practices throughout our buildings are adhered to the in-house Health & Safety policy and with Health & Safety regulations generally.
- To assist the Technical team in implementing and inputting to working practices and procedures.
- To notify the Technical Manager of any Health & Safety issues which may arise.
- To assist in ongoing planned maintenance for all staging, rigging, lighting, sound, and AV equipment, including Portable Appliance Testing. To fault find and carry out end-user maintenance on these items and to ensure non-user serviceable faults are reported quickly and correctly to the Technical Manager.
- To assist the Technical Manager with the general upkeep of the fabric, fixtures, and fittings of the auditorium, backstage, and Front of House areas.

Maintenance

- Planning and carrying out minor alterations and improvements to our theatres installation as necessary.
- Supervising outside contractors carrying out building maintenance.
- Planning and carrying out repairs, alterations, and improvements to the stage and BOH facilities.

General

- To take an active role in the theatre's technical team and staff as a whole, and contribute towards fulfilling

the creative and operational aspirations of the company.

- To advise on new equipment & consumable supplies as required.
- Contribute to the development of departmental policies and practices.
- To ensure all backstage areas are kept tidy and maintained appropriately.
- To undertake any duties as agreed with the Technical Manager as is appropriate to the post.
To undertake key holder responsibilities as required which may include opening and securing buildings
To undertake any reasonable duties as directed by the Theatre Technical Manager which may include providing front of house operational support

Person Specification:

Relevant Experience & Knowledge

- A good level of knowledge of and practice in all technical areas of theatre.
- At least 2 years' relevant experience as a technician or in similar role
- Experience of maintaining all production related equipment and systems.
- Experience and knowledge of Technical Theatre Health & Safety standards and procedures, including producing, amending, monitoring production safety issues and risk assessments.

Skills & Abilities

- Proven skills and experience of working successfully as part of a team
- Excellent organisational, interpersonal and communication skills.
- Ability to work well under pressure.
- Programming of ETC consoles.
- Experience of DiGiCo ranges of digital sound desks (desirable)
- Proven experience with Logic, QLab.
- Experience in working with digital film projectors (Desirable)
- Experience of CAD.
- Accredited qualifications in technical theatre (Desirable)

Personality

- Able to work with colleagues as part of a collaborative team to develop high standards across all departments.
- Commitment to, and an understanding of, the principles underpinning equality, diversity and inclusion, and environmental responsibility.
- Excellent IT skills – particularly Microsoft Office & excel.
- Driving licence

Valid Disclosure and Barring (DBS) certificate is a requirement – or being willing to undergo an enhanced DBS check (At Landmark's expense) if a job offer is made subject to this being obtained.

The job description for this position may be reviewed and amended to incorporate the future needs of the department and organisation. This job description is intended as a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and is subject to review.

The application process will be via a completed Application Form. We do not accept CVs. The Form should then be emailed to: as the subject line. The closing date for applications is midnight on 27th February 2023. Interviews will take place on week commencing 6th March 2023 either in-person or via video conferencing.