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| Job Title: | Senior Theatre Technician |
| Grade (SCP): | LC2.1 |
| Hours per week | 37 |
| Responsible To: | Elgiva Manager |
| Last Reviewed: | 23/9/22 |

Job Purpose

To provide the technical support to The Elgiva events programme, striving to continually exceed user expectations in a safe, effective and efficient manner

Principal Duties & Responsibilities:

To plan and oversee the programme's delivery, communicating with incoming companies and hirers to ensure requirements are identified and issues addressed in good time.

To act as the first point of contact for production companies and hirers regarding their event's technical requirements

Manage and rota contracted and casual technical staff to ensure the effective delivery of the theatre's programme

Deliver the technical support for shows and screenings across all stage disciplines including lighting, sound, stage management and cinema projection

To ensure all production related work is safe and complies with current entertainment licensing, fire, building and Health and Safety legislation and take overall responsibility for risk assessments within the department.

To work closely with the Deputy Manager to ensure that Risk Assessments and Fire Risk Assessment for the building are carried out and the related equipment and building checks are completed as required.

To work closely with Deputy Manager to ensure that equipment and electrical installation, maintenance and testing is carried out as appropriate

To maximise income and minimise expenditure wherever possible, without jeopardising the quality of the work or the reputation of The Elgiva and Chesham Town Council

To actively contribute to enabling Chesham Town Council to become carbon neutral by 2030

Further:

The post holder is required to adhere to the Councils health and safety, data protection and equalities policies. The list of duties is not to be regarded as an exhaustive list and you should be aware of the need for absolute flexibility in the interest of the Councils customers.

Personal Specification:

Qualifications:

- GSE 5 or equivalent in English and Math
- A Technical Theatre related qualification
- A driving licence is desirable

Knowledge

- A good all-round knowledge of technical theatre, projection and stagecraft with a specialism in either Lighting, Sound and Stage.
- Knowledge of appropriate Health & Safety rules, regulations and guidelines.
- Ability to use MS Office suite of products and other technically related packages

Experience

- Significant technical experience across a range of different live theatre and live music environments.
- Experience of leading a small team of casual and contracted technicians
- Experience in a receiving theatre environment
- Production of Risk Assessments
- Experience in budget management

Skills

- Ability to interpret technical riders and implement lighting plans
- Excellent communication and interpersonal skills with people at all levels
- Excellent attention to detail, planning and organisational skills

Personal Attributes

- Self-motivating, positive, enthusiastic and calm under pressure
- Team player who is equally at home working on their own