



**Role:** Venue Technician

**Reporting to:** Deputy General Manager

**Job Category:** Support Staff

**Contract Type:** Part-time 15 hours, permanent or fixed term contract subject to a discussion with the applicant. (Role subject to successful completion of three month probationary period).

**Department:** Technical

**Supervisor:** Technical Lead

**Line Manager:** Deputy General Manager

**Supervising:** Volunteers and Clients

**Working Arrangements:** 0.4 FTE (averaged over one month) on a semi flexible basis to meet theatre requirements.

**Basic annual leave entitlement:** FTE 25 days basic leave, 8 bank holidays and 3 efficiency days (for Christmas closure). Holiday entitlement rises by 1 day each year for the first 5 years of continuous service.

**Notice period:** One months

**Spine Points:** Support scale 5-9: £25,000.49 - £26,905.29, FTE

**Other allowances:** £180 yearly RA following completion of Emergency First Aid Qualification FTE

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**Key purposes of this role:**

- Assist technical lead with technical and maintenance tasks
- Support incoming clients and productions with technical elements
- To work effectively and supervise Technical members
- Work effectively as part of the Cheltenham Playhouse team

Your line manager will be the Deputy General Manager.

This role will require flexible working on evenings and weekends. Overtime must be authorised in advance by your line manager.

All staff are expected to work within Cheltenham Playhouse policies and procedures, with particular regard for Health & Safety and safeguarding.

Annual targets for each element in this job description may be agreed annually with your Line Manager.

<b>Assist technical lead with technical and maintenance tasks</b>	Technical troubleshooting and reporting problems In the event of an equipment failure, to understand what has happened and provide a work through if able
	Ensure Health and Safety is maintained, raising any concerns with Technical Lead
	Ensure Workshops, Rehearsal rooms and public/private areas are in clean working order
	Organise storage ensuring it is safe and in best condition
	Carry out routine venue maintenance, including fire exits and RCD check
	PAT testing and maintaining the venues equipment
	Catch up meetings with Technical lead to discuss progress and goals for Technical Department
	Assisting the progression of the venue's hire spaces
	Support in the maintenance and redecoration of the venue
<b>Support incoming clients and in house productions with technical elements</b>	Liaise with visitors to The Cheltenham Playhouse, addressing questions about the venue
	Prepare, rig and operate technical elements of a performances
	Stage manage productions and supervise G/I G/O
	Share knowledge and experience to support companies when needed
<b>To work effectively and supervise Technical members</b>	To work effectively with technical staff and companies
	Supervises and work with technical volunteers
<b>Work effectively as part of The Cheltenham Playhouse team</b>	Work with Staff and Volunteers to assist with tasks and events where appropriate

## PERSONAL PROFILE

We are seeking someone who closely matches the following criteria:

<b>Qualifications</b>	Clean DBS check
	First Aid at Work Qualification or willing to gain it
	IOSH Working Safely Qualification or willing to gain it
<b>Experience</b>	1+ years of experience within a Technical Theatre position
	1+ years experience in lighting design, rigging and operation (ideally to include experience with ETC)
	1+ years experience in sound engineering
	Experience supervising events and rigging
<b>Skills/personal Qualities</b>	A good self-starter with the ability to work independently on own initiative with minimal supervision
	Knowledge of all theatre technical systems
	Good customer service skills and reputational awareness
	A strong interest in the performing arts and in developing the theatre
	Ability to establish good rapport with adults and young people and understand their needs

	Able to work effectively as part of a team
	Suitable to work in a community environment in the presence of children, young people and vulnerable adults and to act accordingly. (Knowledge of safeguarding practices and procedures)
	To have an understanding of H&S and Fire Safety regulations

<b>Key performance indicators:</b>
<ul style="list-style-type: none"> <li>● Feedback from customers and other departments</li> <li>● Theatre profile both within College and our wider community</li> <li>● Compliance with Playhouse processes</li> <li>● Feedback from Line Manager and Supervisor</li> </ul>

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and do not justify a reconsideration of the grading of the post.