

ROLE OVERVIEW	
<b>Title:</b>	<b>Technician Albany Theatre</b>
<b>Department:</b>	Technical
<b>Reporting to:</b>	<ul style="list-style-type: none"> <li>• Technical Manager</li> </ul>
<b>Key Relationships:</b>	<ul style="list-style-type: none"> <li>• Technical Manager</li> <li>• Paid technical staff including apprentices</li> <li>• Operations Manager</li> <li>• Technical volunteers</li> <li>• Suppliers</li> </ul>
<b>Hours:</b>	37.5 hours per week fully flexible averaged over a rolling 17-week period
<b>Direct Reports:</b>	Up to 3
<b>Job summary:</b>	<p>To support and promote the Albany Theatre Trust's "Arts for Life" vision by carrying out duties as directed by the Technical Manager</p> <ul style="list-style-type: none"> <li>• leading, supporting and directing technical teams that comprise both paid staff and volunteers</li> <li>• providing direct technical support for events, including operating any equipment to a high level of skill as required, to ensure every event is delivered to the highest standards</li> <li>• ensuring that working practices throughout the building comply with current Health &amp; Safety regulations and the ATT Health &amp; Safety policy, and other relevant legislation and policies</li> <li>• undertaking or leading stage and equipment maintenance</li> <li>• working collaboratively with all paid and unpaid staff to deliver ATT's objectives</li> <li>• take a leading role in supporting technical apprentices</li> <li>• take a leading role in supporting, training and managing unpaid technical volunteers and paid staff to build the strength and capacity of the Albany's technical operations</li> <li>• take a leading role in making every reasonable effort to meet the requirements of visiting artistic companies and events using available resources efficiently and flexibly</li> <li>• assisting the management of technical budgets, including assisting in setting and reviewing those budgets</li> <li>• act as the key contact and responsible person for the technical department in the Technical Manager's absence.</li> <li>• promote excellent collaborative working between departments</li> <li>• act as an ambassador at all times promoting both the technical department and ATT's positive, inclusive and professional standards</li> </ul>
<b>Responsibilities:</b>	<p><b>Production</b></p> <ul style="list-style-type: none"> <li>• Lead production meetings, rehearsals, technical rehearsals, get-ins, get-outs and performances as required</li> </ul>

	<ul style="list-style-type: none"> <li>• where responsible, ensuring that technical requirements for incoming events are agreed contractually prior to the event</li> <li>• where responsible, ensuring that all events are supported by adequate and appropriately competent registered or accredited technical staff</li> <li>• In the Technical Managers absence, plan and create technical department rotas and production schedules.</li> <li>• where responsible, facilitating, overseeing and delivering the agreed technical requirements for each event</li> <li>• maintaining, purchasing or hiring necessary equipment for all events and activities to meet agreed scheduling, budget and technical requirements</li> <li>• take a leading role in overseeing all potentially dangerous activities, such as get-ins, rigging and working at heights, ensuring adherence to Health and Safety requirements</li> <li>• take a leading role in ensuring that adequate stocks of consumables are held</li> <li>• working as stage manager or event crew in accordance with staff rotas</li> <li>• ensuring that show reports are filled in and filed for every event as required</li> <li>• record information from production meetings so accurate resources can be given to events.</li> <li>• be a key point of contact for both internal departments and external clients.</li> <li>• attend company meetings in the technical managers absence and record information acutely</li> <li>• deliver technical briefings such as toolbox talks and venue safety briefings to incoming event company's and hirers</li> </ul> <p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• take a leading role ensuring that working practices throughout the building comply with current Health &amp; Safety regulations and the ATT Health &amp; Safety policy</li> <li>• take a leading role ensuring that technical operations in all areas of the theatre are safe and conform to the appropriate legislative and licensing requirements and to ATT policies currently in force</li> <li>• act as a Fire Warden ensuring that all fire risks are managed and taking responsibility for visiting company and technical staff including volunteers in an emergency</li> <li>• notifying the Technical Manager of any Health &amp; Safety issues that arise and ensuring that agreed or necessary responsive remedial works are carried out</li> </ul>
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	<ul style="list-style-type: none"> <li>• completing risk assessments for the stage elements of productions, and general risk assessments for specific areas of work within the department</li> <li>• producing and maintaining Health &amp; Safety records relevant to the department as required</li> <li>• take an active role in the continuous review and improvement of all ATT policies applying in any way to technical operations</li> </ul> <p><b>Maintenance</b></p> <ul style="list-style-type: none"> <li>• take a leading role in ensuring that all stage areas are always kept in a safe, clean and presentable state</li> <li>• agreeing plans and schedules for routine and non-routine maintenance work with the Technical Manager</li> <li>• liaising with and supervising outside contractors carrying out maintenance</li> <li>• take a leading role in ensuring the upkeep of stage and workshop equipment, including statutory annual inspections and regular maintenance and keeping up to date records of equipment and maintenance as required</li> <li>• take a Leading role in ensuring that all portable electrical equipment in use in the theatre at any time has a current PAT certificate</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• contributing to the development of medium and long-term plans to accommodate and upgrade the Albany Theatre's technical provision</li> <li>• take a leading role in supporting paid and unpaid staff, delivering continuous improvement training workshops as agreed with the Technical Manager</li> <li>• supporting the continuous improvement of departmental policies and practices, encouraging the appropriate involvement of all paid and unpaid staff</li> <li>• take a leading role in providing meaningful management information and maintaining reporting systems as required</li> </ul>
<b>Systems Knowledge:</b>	<ul style="list-style-type: none"> <li>• keeping up to date with theatre technological developments, working practices, and regulatory or legislative requirements This is key to the successful applicant</li> </ul>
<b>Personal development:</b>	Take responsibility for personal development and agree a personal development plan with the Technical Manager
<b>Ad-hoc tasks:</b>	From time to time, ad-hoc but specific tasks will be assigned by the Technical Manager, to be completed to the agreed standard and timescale

### Person Specification

- a positive, 'can-do' attitude to work, and a desire to improve working practices continuously
- good knowledge of Health & Safety requirements, including a working knowledge of related legislation
- knowledge of and/or training/qualifications in managing Health & Safety, including First Aid, Manual Handling, Working at Height (Rope Access, Mobile Elevated Work Platforms etc.)
- the ability to organise, support and inspire paid and non-paid volunteer staff
- a patient, good humoured, positive and supportive approach to working with colleagues with differing levels of experience and expertise
- previous technical stage experience of working in a producing or presenting theatre.
- previous experience of working with and supporting creative teams and external theatre designers
- proven leadership skills, with experience of managing teams and staffing requirements for fit-ups, get-outs and running shows
- proven leadership skills in managing teams made up of different abilities and ages
- proven leadership skills in managing paid and none paid staff
- thorough knowledge and experience of current stage and rigging techniques
- practical experience in scenic construction including metal work and carpentry skills
- excellent personal and intrapersonal skills
- good communication skills both verbal and written
- a sound understanding of Microsoft office products
- respond to communications either via phone or email from external and internal persons
- ability to remain calm whilst working under pressure
- available to work scheduled evenings and weekends, including the anti-social hours frequently required in the position
- the ability to manage their own workload effectively and be self-supporting, whilst integrating and liaising effectively with a team
- a good knowledge of and passion for theatre and the performing arts
- ability to record technical information via production meetings with external hirers
- to source and schedule Technical volunteers under the direction of the Technical Manager to fill an events technical requirement
- have a proven track record of inspiring both paid and none paid staff