

# Venue & Lighting Technician

## Job Description



### Responsible To

Production Manager

### Salary

£21,450 per annum

### Hours of Work

A minimum of 37.5 hrs per week

### Holidays

5.6 weeks per annum  
(including bank  
holidays)

### Contract

The contract is initially offered for 12 months.

PACE Theatre Company are seeking to recruit a theatre technician to play a key role in a small, busy technical department. This role will suit a self-motivated and enthusiastic person with a passion for creating excellence and working in a fast-paced and varied environment.

The main objective of the role is:

- to assist the Production Manager to ensure the efficient running of the technical side of the venue and to provide a safe, tidy and welcoming, working environment within the building for all in-house and visiting company staff

### *Specific Duties*

- To provide technical facilities/support for events throughout the Art Department venue
- To assist in contacting visiting companies, ensuring their technical, stage and staffing requirements are met on as high a professional standard as possible.
- To welcome visiting companies, assisting with all Get-ins, technical duties - (rigging, focusing, plotting etc), basic stage work, operating lighting, sound or AV when required and assisting with Get-outs.
- Along with the Production Manager, coordinate calls, get-ins, fit-ups, get-outs, technical rehearsals for in-house events and productions
- Attend production and lighting & sound meetings with the Director and Designers for in-house productions when required.
- To design, programme and operate theatre lighting, sound and other theatrical equipment for events and performances
- To be responsible for assisting in the hiring and /or borrowing of necessary technical equipment for both visiting and in-house productions and for its safe and prompt return
- Maintain the cleanliness of the theatre, storage spaces and backstage facilities regularly, delegating to casual staff as required
- Ensure the any technical equipment is well-maintained, serviced and fit for purpose, making recommendations when necessary
- Line manage occasional casual staff as required, ensuring they receive training and an induction appropriate to their role and assist trainee and apprentice technical staff

- Work with the Production Manager and Operations Manager to ensure health & safety procedures, risk assessments and safe working practices are adequate and adhered to

### *General Duties*

The following responsibilities are shared by all staff members of PACE:

- To work for the benefit of the whole organisation
- To comply with all PACE policies including Equal Opportunities, Health & Safety and other policies
- To attend regular staff meetings and other departmental meetings that may be arranged
- To keep up to date with the activities of the organisation
- To carry out administrative tasks that arise from the job
- Undertake additional duties as may reasonably be required

### **Person Specification**

In order to be considered for this post you will need to evidence and demonstrate:

#### *Experience & Knowledge*

- Previous backstage or technical experience in either a professional, educational or performance environment
- Experience of working as part of a team
- Practical knowledge and understanding of theatrical lighting design
- Knowledge and use of modern theatre lighting and sound systems and protocols

#### *Skills*

- Able to take and act upon instructions within a given time frame and in a busy working environment
- Able to use own initiative
- Ability to work safely at height, using ladders, and from lighting bridges
- Proven ability to effectively work in a multi-tasking environment
- Practical experience in equipment maintenance
- Literacy, computer literacy and numeracy as appropriate to the requirements of the post

#### *Qualifications*

- A recognised qualification in technical theatre / theatre craft from an accredited institute (\*)
- Health & Safety training
- First-aid certificate (\*)
- Full clean driving license (\*)
- PVG checked
- Right to work in the UK

#### *Attitude*

- Enthusiasm for the performing arts and entertainment
- Desire to create work of a high standard, with a professional approach and passion for excellence

- Reliable, with a flexible and pro-active attitude
- A presentable, professional and approachable manner which sets an example for others to follow
- Experience of working with children and young people (\*)
- Willing to work flexible hours including evenings, weekends and bank holidays

(\*) *desirable*