THEATRE TECHNICIAN
JOB DESCRIPTION

Overall Purpose of this Post

A broad role encompassing theatre technician duties such as lighting and sound, stage management and managing and editing music and video footage for performances across artistic, academic and Museum work.

Summary of the Role

- Take responsibility for all technical areas within the schools theatres and events spaces
- Provide appropriate proactive and creative technical production support for the School's performances and activities
- Work across multiple teams to support the delivery of a number of artistic, academic and venue hire activities

Reporting to: Initially the Acting Director

Line Manages: No direct responsibility but supervision of other casual staff may be required

Budgetary Responsibility: N/A

Safeguarding Responsibilities

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following duties are required of all staff:

- adhere to child protection policies and procedures
- promote and safeguard the welfare of children and young persons for whom you are responsible for and come into contact with
- ensure full compliance with all statutory regulations, communicating concerns to the line manager and other staff of The Royal Ballet School as appropriate
Main Duties

General

Applies to all in-house performances, events, appraisals and assessment activities as well as a small number of external engagements as required

- Set up and stage manage performance / event spaces
- Set up and operate lighting, sound and multimedia equipment
- Liaise with relevant departments and individuals to ensure support is anticipated and provided
- Provide technical and creative support to all users of the schools theatre and performance spaces
- Assist during production weeks to ensure rehearsals and production meetings run smoothly
- Assist staff and students with sound recording, filming, editing and production of performances for Expressive Arts, BTEC assessments
- Assist choreographic staff and students with work for School competitions as above
- Maintain the School’s (and some ROH) AV archive material and make available to staff and students as required
- Hire / purchase of specialist equipment as needed
- Work within set budgets
- Identify key staff and students and provide training on equipment and processes as required. Ensure crew have adequate knowledge of productions, theatre use and equipment for all events
- Ensure adequate event and technical support is in place when absent

Housekeeping

- Provide first-line maintenance support for all relevant technical equipment, machines, furniture, fixtures and fittings
- Ensure all equipment is stored safely and is accessible to others when absent
- Maintain an inventory of all equipment and materials held and used
- Liaise with IT staff over software requirements and system support

Health & Safety

- Ensure all health and safety requirements are met for the use of the performances spaces and produce risk assessments for all theatre / event space activities
- Attend training as required and maintain awareness of health and safety regulations specific to the spaces and equipment used
- Attend Health & Safety Committee meetings space and equipment used
- Regularly update and advise all users (including students) of the theatres and event spaces on the safe use of the area and equipment
- Organise annual safety checks of all technical equipment, machines, furniture, fixtures and fittings

Venue Hire

- Set up furniture, lighting, sound and multimedia equipment for performance / event spaces
- In conjunction with the Venue Hire Manager / Support Services team, ensure external hirers are fully briefed on the safe use of the theatres / performances spaces
- Where required, provide technical assistance to external users. If not during normal working hours this will be paid at an hourly rate and recharged to the hirer.
Person Specification

**Essential**

- Strong, proven experience in stage / production management
- Strong, proven experience and/or qualification in sound and lighting design
- Strong interest in, or proven experience of a similar role in dance productions
- Excellent working knowledge of IT including projector set-up, Powerpoint presentations and specific theatre industry operating and design programs
- Up to date knowledge of lighting systems, control apparatus, equipment and its maintenance
- Up to date knowledge of digital audio and audio-visual equipment and its use in relation to live, recorded and play-back techniques
- An enthusiasm for working with and advising young people in technical theatre and production
- Excellent interpersonal skills, able to communicate clearly and consistently with all theatre and event space users, especially non-technical users
- Highly organized with successful experience in meeting deadlines and managing conflicting priorities
- Experience in implementing health and safety requirements and risk assessments
- Confident in manual-handling/heavy lifting of theatre equipment, climbing ladders etc. and able to do so safely
- Confident in working independently but also willing to collaborate across many departments
- Ability to work flexible hours including evenings and some weekends
- Empathy with the aims and ethos of the School.

**Desirable**

- Working at height training
- Experience of working in theatre for a school, college or university
- An interest in ballet or dance.

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.