

Dear Applicant,

Many thanks for your interest in the role of Senior Technician at The Theatre Chipping Norton. Please find enclosed further details, including a Job Description.

If you wish to apply, please submit an up to date CV along with completing our short application form, describing how your skills and experience to date meet the job description below. These can be sent to operations@chippingnortontheatre.com

Closing date: 10:00 on Wednesday 6 December

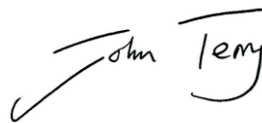
Salary: £20,000 dependent on experience.

Full time position, subject to a standard six month probationary period.

Start date: Preferably early-mid January

If you have any further questions or queries about the post, please contact Paul on the above email address or 01608 642 349.

Thanks for your interest.



John Terry (Director)

Context:

Chipping Norton Theatre is a restlessly busy and ambitious theatre and arts centre in the Cotswolds. Welcoming over 50,000 people every year in a town of little over 6,000, The Theatre delivers a year-round programme of theatre, comedy, music, film and participatory activities for audiences across the region. More recently, we have grown as a producing house, creating three major productions each year and growing a stronger and more loyal audience as a result.

The Senior Technician works closely with the General Manager and Producer who hold, between them, line management responsibility for technical staff, and overall Health and Safety responsibility for The Theatre. They would work closely with freelance Production Managers in support of our in house programme of work, and may, on occasion, lead the Production Management of projects where skills and experience allow. The Senior Technician takes responsibility for providing technical provision for a full programme of received work throughout the year, and a contributory role (in whatever way fits the candidate best) in our in house work. It is a fantastic opportunity to work at the heart of an ambitious creative team in a beautiful theatre in a beautiful part of the world.

The Senior Technician, working closely with the Theatre Technician (a more junior role), is responsible for the maintenance and upkeep of technical equipment and supplies, either directly or through outside providers. This role lead on the administrative oversight of the department, including staff rotas.

The job is diverse, and demands the usual degree of flexibility on hours, a high level of multi-tasking, organisation and lots of energy! We have a small team so we require our Head Technician to be have a good range of skills and understanding across lighting, sound and stage. We are looking for people who will shape the department and further develop our reputation for being one of the friendliest theatres in the country.

Senior Technician 2017

Job Description

The Senior Technician is responsible to the General Manager and Producer. Whilst it is not a management position with any direct responsibility for staff, it would hold the day to day responsibility for creating rotas for the Theatre Technician and all technical freelancers and casual staff. The Senior Technician would work with the General Manager to provide and uphold a safe, professional working stage environment. The working week is 40 hours including lunch breaks, though this would be managed over the year with hours accumulated in busy periods and taken as TOIL in quieter periods. During our annual pantomime it is anticipated the working week would increase to 46 hours

It is anticipated that the post-holder will live within 45 mins travelling distance of Chipping Norton and have use of independent transport.

The primary responsibilities can be summarised as follows:

1. To be, or to delegate to casual technician/in house Theatre Technician, our representative at performances of visiting shows, and as appropriate, to stage-manage and/or operate LX and/or sound for such shows.
2. To prepare for, and where appropriate to work visiting company get ins/get outs and to assist companies in rigging and focusing LX and/or sound equipment.
3. To prepare staffing rotas for the Technical department, booking casual technicians where needed; to monitor and manage hours and workload for themselves and the Theatre Technician.
4. To be the central point of contact for visiting companies regarding technical requirements and discuss their needs and possible contras (additional staffing, equipment etc).
5. To provide timely information about The Theatre's technical facilities to visiting companies and ensure the correct information is available on the website.

6. To act as Production Manager for performances from our Take Part participatory work, liaising with the Take Part Director, Youth Theatre Director and voluntary arts groups regarding the technical requirements for their activities.
7. To work in close contact with local hirers to ensure they are well prepared and have a good experience of using the Theatre's facilities.
8. To contribute technical input and guidance to each of our in-house productions, including the annual pantomime, working closely with directors, Producer, Production Managers (where relevant) and creative teams to realise the vision for the show.
9. Reporting to the General Manager and Producer, to complete risk assessments for all stage areas of The Theatre including specific areas of work within the department; producing and maintaining PUWER, LOLER, COSHH and any other Health & Safety records relevant to the department as required. Training can be provided in this area.
10. Reporting and advising to the Producer and General Manager, to oversee the maintenance and operational requirements of the stage and backstage areas, backstage machinery, technical areas and dressing rooms, particularly during the theatre's maintenance weeks. This might include the booking and management of external contractors.
11. To control the operation of The Theatre's heating and ventilation system, working with the General Manager and Front of House department to ensure a reliable schedule of operation.
12. Reporting to the Producer, to be responsible for the everyday running of the technical maintenance budget, and arrange the hire or purchase of any equipment as required.
13. To circulate relevant technical information to relevant departments on all live shows, and liaise actively with Front of House staff to contribute to efficient and co-ordinated servicing of all shows.
15. To act as a key holder for the building, including emergency call outs.
15. To attend the weekly Team Meetings and to undertake relevant actions relating to the technical and maintenance areas.
16. To attend in-house training sessions and external courses or training initiatives relevant to the post.
17. Any other duties that may be requested from time to time.

Person Specification

Essential skills, attributes and experience:

- Two years' or more experience in technical aspects of theatre.
- An understanding of the creative and logistical aspects of making theatre.
- Proactive, curious and with an attention to detail.
- Excellent organisational and time management skills
- Proven experience of multi-tasking, prioritising and working to deadlines
- Positive, welcoming, can-do attitude.

Desirable skills, attributes and experience:

- Understanding of health and safety requirements in a theatre environment
- Specific technical expertise and experience in live sound mixing, lighting design or stage management.
- Professional/vocational training in technical theatre or associated skills.

JT / JR October 2017