



## **VENUE TECHNICIAN**

### Job Description

#### **Job Purpose**

To work as part of the technical team and, overseen by the Venue Technical Manager, deliver a service to all visiting productions of the highest possible standards.

#### **Key responsibilities**

##### **General**

- To provide technical support to all users of the venue
- To provide technical cover during performances as required.
- To undertake practical work in relation to get-ins, fit-ups, strikes and get-outs including the assembly, rigging, adjustment and use of scenery, props, rigging and lifting equipment, lighting equipment, special effects and sound equipment.
- To prepare plans and schedules, as may be required, in relation to the fitting up and rigging of technical equipment.
- To set up any technical equipment required for the performance or event spaces.
- Where required, to provide technical assistance to external users.
- To take responsibility for day-to-day maintenance of the site.
- To be responsible for opening up and shutting down backstage areas when required.

##### **Health and Safety**

- To ensure all Health and Safety requirements are met at all times while working.
- To attend training as required and maintain awareness of Health and Safety regulations specific to the spaces and equipment used.
- With the Venue Technical Manager, to co-ordinate regular safety checks of all technical equipment, machinery, fixtures and fittings.
- To ensure that all specialist equipment is correctly shut down at the completion of each working day.
- To ensure that all potential hazards are made safe as soon as is practicably possible.
- To assist in the safe evacuation of staff and audience members in the event of a fire or emergency situation.
- In conjunction with the Venue Technical Manager ensure external hires are fully briefed on the safe use of the theatre space.
- To produce risk assessments and method statements as required.

##### **Other**

- To ensure all equipment is stored safely and is accessible to authorised users.
- To maintain an inventory of all equipment and materials held and used.
- To perform any other duties as reasonably requested by the Venue Technical Manager.

## **Person Specification**

### **Essential**

- Practical relevant experience working in a venue or theatre technical department, or a touring company or similar, or else an appropriate recognised qualification.
- Experience in rigging, adjustment, programming and operation of theatrical lighting, sound and AV equipment, power distribution, communication and control systems.
- Knowledge of electrical theory and practice relating to theatre lighting and sound and communications systems.
- Up-to-date knowledge of lighting and sound systems, control apparatus, equipment and its maintenance.
- Experience in rigging, adjustment and operation of theatrical rigging and flying systems.
- Experience of setting up and rigging scenery and stage decking systems.
- Working knowledge of rigging methods and the safe use of lifting gear.
- Demonstrable ability to read and understand technical plans, with knowledge of CAD and other applications.
- Excellent interpersonal skills, with an ability to communicate clearly and consistently with all theatre and event space users, especially non-technical users.
- Ability to use a wide range of portable power tools and hand tools safely and confidently.
- An organised approach, with a proven track record of meeting deadlines and managing conflicting priorities.
- Experience in implementing Health and Safety requirements and risk assessments.
- Training in manual handling, MEWP, ladder and tallescope use.
- Physical fitness and willingness to work at height.
- Confidence in working independently but also willingness to collaborate across many departments.
- Ability to work flexible and unsociable hours including evenings, weekends and bank holidays.
- Full driving licence.

### **Desirable**

- Strong, proven experience in lighting design.
- Strong, proven experience in sound design.
- Up-to-date knowledge of stage engineering and automation systems, programming and operation.
- Experience in rigging, adjustment and operation of special effects and video equipment.
- Up-to-date knowledge of digital audio and audio-visual equipment and its use in relation to live, recorded and playback techniques.
- Work at height training.
- Experience of event management.
- Knowledge of theatre, dance and other art forms within the UK generally and Wales specifically.
- Written and spoken Welsh.