

JOB PACK

Job Description

Post Title	Theatre Technician
Post Number	
Service Area	T&E
Team	Theatres
Grade / salary	
Reports to	Stage Manager
Date prepared	July 2018

Job Purpose

- To ensure the smooth running of get-ins, fit-ups, and performances within the Devonshire Quarter.
- To deliver all technical requirements across the Devonshire Quarter.

Key Tasks

1. Assist the Stage Manager and Chief Electrician by performing day-to-day duties within the Devonshire Quarter.
2. To assist with all get-ins, fit-ups, and performances within the Devonshire Quarter.
3. To set-up and operate all AV equipment.
4. To ensure correct stocks of lamps, tape and other consumables required for the running of the buildings is kept to the level agreed by the Stage Manager / Chief Electrician.
5. To carry out maintenance and minor repairs on theatre's equipment.
6. To ensure good housekeeping is maintained at all times.
7. To ensure compliance with Health, Safety and Fire regulations.
8. To complete and submit monthly Annualised Hour's time sheets.
9. To comply with in-house responsibilities regarding conduct and safe working practices as directed by the Technical Manager.

Corporate Accountabilities

1. To promote equality of opportunity in service delivery in line with strategic commitment and corporate policies.
2. To Promote a culture that is supportive of the Council's purpose, aims and values, and to take all reasonable steps to maintain good employee relations.
3. Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Council's activities.
4. To understand and apply the council's Data Protection and Data Quality policy and procedures.
5. Any other duties commensurate with the nature of the post.
6. Deputise for Manager and cover absence of other team leaders as appropriate.
7. Work shifts to meet the requirements of the role.
8. You will be required to support Eastbourne Borough Council's corporate priorities and to ensure business continuity eg emergency response, elections, deployment to critical services.
9. To work within the Council's Management and Core Competencies Frameworks. Central to the delivery of the role are the values and behaviours set out below. These are shared by all employees and applied to everything we do. The bullet points for each competency are examples of performance required:

Core Competencies

Sharing the Vision - Shaping the Future	<ul style="list-style-type: none"> • Understands the Council's purpose, context, goals, objectives and values, and is willing to behave consistently with them. • Knows the strategic direction of the Council and acts in support of it.
Communicating Well	<ul style="list-style-type: none"> • Contributes to and participates in an organisation where high quality information flows smoothly both internally and externally. • Works positively to gain understanding from others.
Driving Improvement Performance & Results.	<ul style="list-style-type: none"> • Takes responsibility and ownership for decisions, actions and results. • Takes actions to improve skills, knowledge and level of contribution. • Seeks and delivers high standards for self, team and Council
Self Management	<ul style="list-style-type: none"> • Self motivated and professional. • Is organised and uses time and technology

	<p>efficiently.</p> <ul style="list-style-type: none"> • Adopts a flexible approach to change
Delivering for our Customers	<ul style="list-style-type: none"> • Demonstrates a desire to identify and give priority to meeting and exceeding the needs of internal and external customers, generating high levels of customer satisfaction
Working Together	<ul style="list-style-type: none"> • Actively contributes to team working, sharing information, valuing the input of others. • Works co-operatively and is committed to building, productive, positive relationships. • Demonstrates commitment to achieving overall team objectives

Management Competencies

Leadership	<ul style="list-style-type: none"> • Inspires and engenders commitment in others. • Leads from the front and by example. • Presents a united corporate view.
Managing and Developing Performance.	<ul style="list-style-type: none"> • Coaches and supports individuals and teams to perform at their best, motivating and developing them to achieve high performance.
Managing Resources	<ul style="list-style-type: none"> • Ensures the Council's priorities are achieved through planned action programmes. • Makes best use of resources, ensuring value for money
Managing change	<ul style="list-style-type: none"> • Embraces, facilitates, implements and manages change to improve and develop services

This job description sets out the duties of the post at the time it was drawn up. Such details will vary from time to time without changing the general character of the duties or the level of responsibility involved.

PERSON SPECIFICATION

1. QUALIFICATIONS

Essential <ul style="list-style-type: none">• 5 GCSE or equivalent including Maths and English	Desirable <ul style="list-style-type: none">• A level/BTEC/Diploma in relevant theatre industry
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2. TRAINING

Essential <ul style="list-style-type: none">•	Desirable <ul style="list-style-type: none">• Manual handling• Rigging course• First Aid at Work
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3. SKILLS & ABILITIES

Essential <ul style="list-style-type: none">• Excellent communication skills• Ability to deal with demanding and challenging situations• Strong organisational skills• A logical and calm approach to problem solving• Operation of all aspects of theatre, including lighting, sound, stage, flying and A/V during set-up, performance and disassembling of shows and conferences• Ability to work unsociable hours• Ability to be flexible in pattern of working	Desirable <ul style="list-style-type: none">•
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4. KNOWLEDGE

Essential <ul style="list-style-type: none">• Workings of receiving touring theatre product• Current and on-going Health & safety legislation• Operation of lighting and sound desks• Basic rigging practices	Desirable <ul style="list-style-type: none">• Understanding requirements of show, events and conference operations
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5. EXPERIENCE

Essential	Desirable
<ul style="list-style-type: none">Evidence of working interdepartmentally in a large scale touring theatre	

6. PHYSICAL, LEGAL AND OTHER REQUIREMENTS

Essential	Desirable
<ul style="list-style-type: none">The ability to access all parts of the venuesAn engaging, enthusiastic and positive manner with a strong “can do” approach.Willingness to work within the Council’s Core competency framework.	<ul style="list-style-type: none">

All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies. Managers in particular, must have a commitment to implement and abide by these policies.

TERMS AND CONDITIONS

Eastbourne Theatres, Devonshire Quarter are currently undergoing a restructure and this post will be re-evaluated.

Duration

This is a permanent contract.

Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services.

Salary

The spinal column points for the post is as follows:

SCP 15	£18252
SCP 16	£18611
SCP 17	£18955

Hours

You will work on an annualised hours basis (1924 hours per annum). This means that your average working week will be 37 hours. These will be worked within operational requirements. Actual starting and finishing times will be agreed with your manager and will include evenings, weekends and Bank and Public holidays.

You will not normally be expected to work more than 60 hours in any one week, unless in exceptional circumstances. *Please see WTR exemption paragraph below.*

For the purposes of leave and sickness, a day will be credited as 7.4 hours and a week as 37 hours.

Working Time Regulations

In accepting this offer of employment, you agree to exempt yourself from the Working Time Regulations in this role during the busiest weeks of the year. In recognition of this self-exemption, you will be entitled to a Working Time Allowance Payment which is payable in March each year.

Place of Work

You will be based at Eastbourne Theatres, Devonshire Quarter but you may be required to work anywhere within the Shared Services boundary.

Probationary Period

All posts are subject to a six months' probationary period where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.

Car Mileage

You will be entitled to mileage as a casual user on official business. This mileage is reviewed annually.

Annual Leave

The leave year runs from 1 April to 31 March and entitlement varies with length of service. The current minimum entitlement is 25 days. This increases to 29 days in the leave year following completion of five years' service. Subject to the demands of the post, you will normally receive additional paid leave on each Public Holiday.

An employee who starts part way through the year will receive a proportion of the basic holiday entitlement. For operational reasons some Service Areas have to restrict the maximum amount of holiday taken at any one time and its timing in the year. Holiday commitments entered into before taking up an appointment will be honoured wherever possible.

Notice Period

The contract of employment applicable to this post will specify a minimum period of one calendar month to be given by either side.

Pension

We provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months. The LGPS is a qualifying pension scheme, which means it meets or exceeds the government's standards.

All employees are automatically entered into the Local Government Pension Scheme unless they choose to make alternative provision for pension. Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

The contribution bands with effect from 01 April 2018 are:

Pay Range	Contribution
Up to £14,100	5.5%
£14,101 - £22,000	5.8%
£22,001 - £35,700	6.5%
£35,701 - £45,200	6.8%
£45,201 - £63,100	8.5%
£63,101 - £89,400	9.9%
£89,401 - £105,200	10.5%
£105,201 - £157,800	11.4%
More than £157,801	12.5%

The pay ranges will be increased each year from 01 April in line with inflation.

Based on the salary for this role, the contribution will be 5.8%