

**BROMLEY**  
**CHURCHILL THEATRE**

# Technician

Job Description  
Person Specification

Reviewed September 2021

**HQ Theatres** is the UK's leading regional theatre specialist and part of Trafalgar Entertainment.

The **Churchill Theatre** is one of 12 venues within the company's current portfolio of regional theatres and concert halls, with capacities ranging from a 200 seat arts centre to a 2,400 seated/standing theatre. HQ programmes more than 2,500 different shows attracting audiences of over 1.5 million.

The **Churchill Theatre** is one of the South East's leading live entertainment venues, welcoming over 200,000 customers through its doors every year. It has enjoyed a reputation and legacy for launching major productions for national tour and West End transfer. The eclectic programme features a popular array of top-quality musicals, drama, comedy, dance, family shows, one night events, and a world-class pantomime.

The **Churchill Theatre** boasts a spacious, comfortable auditorium that seats 781 people, the 90 seat Studio, the Lounge (a versatile space for entertainment, hospitality and private hire) and the Restaurant, serving up to 60 customers pre-show. Extensive technical facilities include rehearsal spaces and a workshop.

The theatre's celebrated outreach programme encourages local people to unlock their creative and artistic potential. It includes regular classes for young people and adults in theatre, musical theatre, dance and magic, work experience opportunities and an annual summer youth production.

<b>Employment type:</b>	Full Time, permanent
<b>Salary:</b>	c. £24,000.00 -£26,000.00 p.a. dependent on experience, ability and potential
<b>Hours:</b>	1974 per annum over six out of seven days and will include a maximum of 200 Premium Hours per annum. Premium Hours are defined as hours worked on production Get-Outs and also includes overnight work between the hours of 12.00 midnight and 08:00 am
<b>Work location:</b>	You will be based at the Churchill Theatre, Bromley and may be required to travel to and work at other HQT&H venues. Approved travel expenses will be reimbursed
<b>Purpose of the role:</b>	To deputise for the Deputy Technical Manager or Chief Electrician in their absence  To support the Technical Manager in all aspects of the technical departments' activities
<b>Our ideal candidate:</b>	Will have proven experience of employment within the professional theatre industry
<b>Closing date:</b>	Thursday 21 October 2021, 5pm
<b>How to apply:</b>	Submit a completed application form, telling us why you think you are suited to this role, why it interests you, and how we will benefit from having you on board. Please send to <a href="mailto:careers@churchilltheatre.co.uk">careers@churchilltheatre.co.uk</a>  Application forms are available from our website <a href="http://www.churchilltheatre.co.uk">www.churchilltheatre.co.uk</a>

## HQ VALUES

- **Innovation** – as a business we are on a continuous journey of improvement. We are looking for someone who embraces change and is always looking out for new ideas.
- **Commitment** – we are looking for someone to deliver a first-class service for our colleagues, artistes and visiting companies.
- **Accountability** – we are looking for someone with a ‘can-do’ attitude, to take ownership of tasks and see them through to the end.
- **Responsive** – as a business we listen, we learn, we act.
- **Engaged** – we are looking for someone to get involved with making the Churchill Theatre a great place to work, as well as a great place to visit through engagement with the team, all other departments, visiting companies and contractors.

## **REPORTING**

You will report directly to the Technical & Building Manager.

The posts you will line manage in this role include casual technicians.

## **KEY ACCOUNTABILITIES**

### **Strategic**

- To liaise with other departments as to their technical requirements for events.

### **Operations**

- To participate in fit-ups and get-outs working to assist both stage and electrics
- To operate the lighting board, sound desks or stage equipment including flying
- To maintain house and toured equipment as required by the Technical Manager
- To rig, focus and de-rig sound and lighting equipment.
- To assist with the management of the casual crew.
- To assist the Deputy Technical Manager and Chief Electrician in any manner to ensure the smooth operation of fit-ups, get-outs and shows.
- To liaise with other departments as to their technical requirements for events.
- To participate as required by the Technical Manager in the daily theatre lamp check.
- Other related duties as may from time to time be reasonably required by the Technical & Building Manager.

### **Health & Safety**

- To maintain house and toured equipment as required by the Technical & Building Manager.
- To abide by the H&S policies of the venue at all times.
- To follow the venue's Safe Systems of Work.
- To be familiar with the venue's Risk Assessments and work within recommendations.

### **Recruitment, Training and Development**

- Undertake training and development relevant to the successful execution of the job role.

### **Other Responsibilities**

- Dress in accordance with Company uniform policy
- Wear PPE and protective clothing where required.
- Attend meetings as required.

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

## **PERSON SPECIFICATION**

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

### **Experience**

- Proven experience of employment within the professional theatre industry.

### **Skills**

- Stagecraft, Lighting and Sound
- Good IT skills including MS Word, MS Excel and MS Outlook.
- A team player and leader

### **Knowledge**

- Basic technical theatre techniques.

### **Attitude**

- Self-motivated and capable of working on your own initiative and unsupervised.
- Highly organised and have the ability to meet strict deadlines.
- To identify risks / hazards and perform in a preventative way.
- Enjoy problem solving and being creative.
- To understand and deliver the appropriate level of customer service to both internal and external customers.
- Encourage development of casual staff.
- Excited by theatre.
- View post as career progression.
- A 'can-do' attitude and a positive, flexible approach to the job role, work colleagues and peers.
- A presentable, professional and approachable manner which sets an example for others to follow.
- Willing to work flexible hours including evenings, weekends and Bank Holidays.
- A team player.

### **Other**

- Willing to agree to appropriate Data & Barring Service (DBS) background checks.

### **Desirable**

- Holds a Full Clean Driving License.
- 2 or more years touring or venue resident on the No.1 circuit.
- Qualification in Health and Safety
- NVQ or BTech level 4 qualification in Production Arts (Technical)
- CAD and IT skills.