

JOB DESCRIPTION

Post: **Stage Technician**

Reporting to: **Head of Stage**

Responsible for: **Casual staff**

Main Purpose of the Post

To facilitate the stage elements for each production as required by the Head of Stage to the highest possible standards.

Principal duties and responsibilities

For all in-house productions, (including education dept. productions), visiting productions and co-productions:

- To liaise with Head of Stage and Production Manager to understand the stage requirements of each production.
- To supply accurate costings to the production manager of stage equipment, supplies and staff to facilitate the requirements of each production.
- To work, whenever practicable, in the workshop, helping in the construction process.
- To duty manage productions and liaise with Front of House for clearance.
- To be available for production meetings, rehearsals, technical rehearsals, get-ins, get-outs and performances as required.
- To fly counterweight/ hems bars for productions.
- To encourage good work within the department to maintain high production values.

Health & Safety

- To be particularly mindful of the potential dangers of the environment and ensure that you and any casual staff are properly instructed and supervised in the use of all tools.
- To be familiar with current Health & Safety regulations relevant to the industry and to keep abreast of changes to such regulations.
- To notify the Head of Stage of any Health & Safety issues that arise.
- To assist, as required, in facilitating the upkeep of stage equipment including annual inspections and regular maintenance.

General

- To take an active role in the theatre's technical team and staff as a whole, and contribute towards fulfilling the creative and operational aspirations of the company.
- Ensure that all Palace policies and procedures are observed in every area of the production team.
- To supervise any freelance/ casual staff.

PERSON SPECIFICATION

Essential

Good communication skills

Flying counterweight/ hemp experience

Proven ability to interpret construction drawings

The ability to work under pressure and on own initiative, and to prioritise workload

Ability to work well within a small dedicated team

Knowledge of Health and Safety legislations and procedures

Flexibility to work long hours, scheduled evenings and weekends

Desirable

Experience of working in a producing theatre

Training as a multi skilled technician

Cad/ Vectorworks Literate

Working at Height Training

First Aid Trained

Ability to work at scenery workshop

TERMS OF EMPLOYMENT

Contract:	This is a seasonal contract which will run from Monday 15 th Jan 2018 to Monday 30 th April 2018.
Salary:	Pro rata based on full time equivalent of £18,841 per annum.
Hours:	Your basic working hours will be 40 hours per week calculated and averaged over each month. You are also required to work overtime in addition to your normal hours of work if required to do so by the Theatre or if necessary for the proper performance of your duties. Overtime will be paid in-line with the 'in house agreement'.
Holiday:	Pro rata based on 28 days a year, 8 of which are Bank Holidays.
Notice Period:	4 weeks

Equal Opportunities Monitoring Form Watford Palace Theatre

The Watford Palace Theatre is committed to equal opportunities in all areas of its work and aims to ensure that everyone who applies to work for us receives fair treatment. To help us to achieve this aim, we would be grateful if you could help us to monitor our practice in the context of our Equal Opportunities Policy by answering the following questions.

Show/project:

1. Age
2. Gender: Male / Female/ Non-binary/Prefer not to say
If you prefer to use your own term, please specify here
3. Do you regard yourself as disabled? Yes/No
If you wish to do so, please indicate the nature of your disability:
4. What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick **one** appropriate box

- | | |
|-------------------------|--------------------------|
| Asian - British | <input type="checkbox"/> |
| Bangladeshi | <input type="checkbox"/> |
| Chinese | <input type="checkbox"/> |
| Indian | <input type="checkbox"/> |
| Pakistani | <input type="checkbox"/> |
| Asian - Other | <input type="checkbox"/> |
| Specify (if you wish) | |
| White - British | <input type="checkbox"/> |
| White - Other European | <input type="checkbox"/> |
| White - Other | <input type="checkbox"/> |
| Specify (if you wish) | |
| Black - British | <input type="checkbox"/> |
| Black - African | <input type="checkbox"/> |
| Black - Caribbean | <input type="checkbox"/> |
| Black - Other | <input type="checkbox"/> |
| Specify (if you wish) | |
| Any other ethnic group: | <input type="checkbox"/> |
| Specify (if you wish) | |

I hereby give my consent for the Palace Theatre Watford Ltd processing the information provided in accordance with the purposes stated above.

Date:

Please return this form to: Administration Department, Watford Palace Theatre, 20 Clarendon Road, Watford WD17 1JZ. Thank you.