

WATFORD PALACE THEATRE

JOB DESCRIPTION

Post: Seasonal Stage technician

Reporting to: Head of Stage

Responsible for: Casual Crew/ Freelancers

Main purpose and scope of the post:

To facilitate the stage elements for each production as required by the Designer and Director, under the direction of the Head of Stage.

Principal Duties

1. Production

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

- 1.1 To achieve the requirements of the Designer and Director as far as possible within the parameters of the production budget and Health & Safety considerations.
- 1.2 To be available for technical rehearsals, get-ins, get-outs and performances as required.
- 1.3 To work, if required, in the workshop, helping in the construction process.
- 1.4 To uphold and encourage good work within the department to maintain high production values.
- 1.5 To act as Duty Stage Manager for most performances. This involves having responsibility for the safety and security of the onstage and back of house areas.

2. Staffing

- 2.1 To promote good working practise within the department.
- 2.2 To supervise any casual stage crew employed.

3. Health & Safety

- 3.1 To be familiar with current Health & Safety regulations relevant to the industry and to keep abreast of changes to such regulations.
- 3.2 To notify the technical manager of any Health & Safety issues which arise.
- 3.3 To help in the habitual upkeep of stage equipment, including annual inspections and regular maintenance.

4. General

- 4.1 To store & maintain equipment as required.
- 4.2 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.
- 4.3 Although not a requirement of the job, Watford Palace hopes that staff will choose to become involved in the Theatre's Learning and Participation programme in some way, subject to appropriate vetting in relation to Child Protection.
- 4.4 Observe all Palace policies in every area of work.
- 4.5 Actively support and promote the Palace's commitment to diversity and equal opportunities in every area of the theatre's work.

PERSON SPECIFICATION

Essential:

- Experience of stage and flying machinery.
- H&S awareness

Desirable:

- Experience in a producing/repertory theatre.
- Good communication skills.
- Computer literacy.
- Clean driving licence.