



**Notley High School & Braintree Sixth Form  
Job Description**



# braintree arts theatre

<b>Job Title</b>	Casual Technician, Braintree Arts Theatre
<b>Responsible to</b>	Theatre and Technical Manager
<b>Job Purpose</b>	To provide technical support to facilitate the smooth running of an event, performance or hire.
<b>Duties</b>	<ul style="list-style-type: none"><li>• To undertake technical duties as directed by the Theatre Manager</li><li>• To maintain the efficient running of the control room, workshop, stage and backstage including equipment maintenance, operating and cleaning</li><li>• To receive and deal with enquiries from visiting companies, hirers and colleagues either electronically or in person.</li><li>• To work with the Theatre Manager to disseminate information as required.</li><li>• To assist with load in, rigging and derigs</li><li>• To ensure a safe working environment in all areas</li><li>• To operate sound and lighting equipment</li><li>• To maximise income and minimise expenditure wherever possible, including assisting with front of house duties</li><li>• To input and ensure the accuracy of data onto the computer</li><li>• To accurately log PRS data</li></ul>
<b>General</b>	<ul style="list-style-type: none"><li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager</li><li>• To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace</li><li>• Ensure that all duties and services provided are in accordance in the School's Equal Opportunities Policy</li><li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li><li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and grade</li></ul>

**PERSON SPECIFICATION**  
**Casual Technician**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
	Specific qualifications & experience	Experience of technical in a theatre environment A keen and active interest in the Arts, specifically the theatre sector A positive attitude with a high level of self-motivation and ability to work on your own initiative
	Knowledge of relevant policies and procedures	Knowledge of health and safety policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use mixing desks and outboard (analogue) Ability to use lighting desk and intelligent fixtures (zero88 desk)
<b>Communication</b>	Physical	Physically able to perform tasks at height and manually lifting
	Written	Ability to complete forms, write reports and understand riders/stage plots
	Verbal	Ability to exchange verbal information clearly and communicate effectively with touring crew and talent
	Negotiating	Ability to consult and work collaboratively with colleagues Excellent interpersonal skills
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the theatre
	Relationships	Ability to establish rapport and respectful and trusting relationships
	Team work	Ability to work effectively with other adults Ability to work on own
	Information	Ability to provide timely and accurate information Excellent attention to detail
<b>Responsibilities</b>	Organisational skills	Good organisational skills Calm under pressure and able to multitask
	Line Management	N/A
	Time Management	Good time management and ability to prioritise effectively and meet show deadlines
	Creativity	Ability to follow instructions and produce lighting designs based on ideas
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement the school's child protection procedures as necessary
	CPD	Be prepared to develop and learn in the role