

## Production Technician Job Summary

**Responsible to:** Head of Production.

**Responsible for:** Assisting with all Technical areas.

**Salary:** £25,250 per annum.

**Hours:** 44 average per week / As necessary to fulfil the duties of the post. Get Out payment will be paid where appropriate on non-Kingston Theatre Trust productions.

**Holiday:** 25 days per annum plus Bank Holidays.

**Notice period:** One month, after a probationary period of three months.

**Key objectives:** The Production Technician will be expected to use their skill and experience to carry out work to the highest standards and to understand the technical aims of a production. They should behave in a professional and considerate manner in all dealings with colleagues and visiting companies. They will be scheduled to carry out any task within their capability and skill and work in any area required.

The primary objective of the Production Technician is to work closely with the Head of Lighting & Sound and Head of Stage to ensure that all the lighting, sound and stage requirements are met, subject to budgetary limits. As such, they will be expected to work unsupervised and operate the theatres technical systems in accordance with KTT's Health and Safety procedures.

# **Production Technician**

## **Job Description**

The Production Technician's primary role is to help ensure the provision of high quality lighting, sound and stage services both to Kingston Theatre Trust and visiting companies during the preparation for and running of rehearsals and performances at the Kingston Rose Theatre or at any other venue where the Company may work.

They will work with and provide support to the Head of Lighting & Sound and Head of Stage to help ensure the lighting, sound and stage equipment and systems are kept in excellent working order.

The Production Technician will adopt a 'hands on' approach to the job combining technical 'know-how' with a professional attitude and:

### **Key Tasks**

- Consult with the Head of Lighting & Sound and Head of Stage, in order to prepare all equipment required for specific productions – ensuring the required amount is available and in complete working order.
- Work closely with the Head of Lighting & Sound and Head of Stage, keeping them informed of all changes to plans in order that all paperwork can be kept up to date and assist in the maintaining of accurate records of the production.
- Assist in the preparation of specialist equipment for a particular production in consultation with Head of Lighting & Sound and Head of Stage.
- Program and operate lighting and sound consoles and editing software.
- Assist with the maintenance and PAT testing of KTT's technical equipment.
- Pass on knowledge to less experienced team members and instruct where necessary. Keep the Head of Lighting & Sound and Head of Stage aware of any possible training needs that may become evident.
- Assist with and, where appropriate, supervise the lighting, sound and stage installation, operation and strike.
- Assist with and, where appropriate, supervise Events and Hires.
- Ensure work is carried out in accordance with Kingston Theatre Trust's Health and Safety Policy; making sure team members are aware of the requirements and informing the Head of Production if further instruction is required.
- Ensure all financial policies and budgetary constraints are observed.
- Participate in Risk Assessments and ensure that accidents/near misses and potentially hazardous situations are reported to the Head of Production.

- Help ensure effective communication across the department, to maintain high standards of work.
- Carry out any other duties relevant to the post.

### **Health and Safety**

The post holder has personal responsibility for Health and Safety as outlined in the safety policy and the Health and Safety Act 1974. In addition the Production Technician must:

- Understand their responsibilities and co-operate and assist with their manager on all aspects of health and safety, including risk assessment and identifying control measures.
- Ensure that all procedures, safe systems of work and local codes of practice are adhered to at all times including the wearing of personal protective equipment. (PPE)
- Inform their manager of any shortcomings or failings in such systems and procedures.
- Ensure that all plant and equipment is used correctly
- Assist in the workplace inspection/reviews and to maintain a safe working environment at all times.

# Production Technician

## Person Specification

The Production Technician will need to be self-motivated and will need to possess the following skills, experience, abilities and knowledge:

### Technical

- Ability to program EOS lighting console using automated fixtures
- Knowledge of Health and Safety procedures
- Experience of safe rigging practices
- Maintenance and PAT test experience
- Good understanding of stage systems and techniques
- Experience of focusing a wide variety of lighting equipment
- Experience of using sound systems
- Trained at work and rescue at height
- A varied knowledge of all theatrical technical areas
- The ability to read and action lighting and scenery plans
- Experience of following Risk Assessments and Method Statements

### Personal

- Excellent communication skills
- The ability to work unsupervised
- Motivation to maintain a positive work environment
- The ability to problem solve quickly and work to tight deadlines
- The ability to work unsociable hours
- Fit and able to perform the duties of the role

## Additional Information

### Confidentiality

All information concerning staff, productions and other Kingston Theatre Trust business, the disclosure of which could be detrimental to the company, must be held in strictest confidence and may not be divulged to any unauthorised person at any time. A breach of confidentiality will result in disciplinary action being taken in accordance with KTT's disciplinary procedure and may lead to dismissal. The post holder's attention is also drawn to the Data Protection Act 1984 and the Computer Misuse Act of 1990.

### Health and Safety

The post holder has personal responsibility for Health and Safety as outlined in the safety policy and the Health and Safety Act 1974.

### Equal Opportunities

The post holder will be required to abide by KTT's policies on equal opportunities.

### Code of Conduct

The post holder will be required to act in accordance with KTT's Code of Conduct whereby everyone shall be treated in a professional and courteous manner and with full regard to the avoidance of sex, race and disability discrimination, consistent with current equal opportunities employment legislation.

### Data Protection

Computer information should only be accessed if this has been authorized and is necessary as part of the post holders work. Unauthorized access to computer data or helping others to access such data will result in action being taken in accordance with KTT's disciplinary procedure and may lead to dismissal. The post holder's attention is also drawn to GDPR regulations.

*Please note this job description does not form part of your contract of employment.*