PRODUCTION TECHNICIAN

JOB DESCRIPTION

Job title: Production Technician

Responsible to: Head of Production.

Responsible for: Assisting with all Technical areas.

Salary: £27,000 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 (KTT) productions.

Holiday: 28 days per annum plus Bank Holidays or TOIL

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

Benefits: Complimentary show tickets (subject to availability)
25% off food and drink at the Rose Café
NOW Pension Scheme
Ride to Work Scheme
Season Ticket Loan
Training provided - included Working at Height and Rescue
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. Work on Rose Original Productions will accommodate the candidate’s favoured bias, however they should be able to support stage, lighting, and sound where relevant for hires, events and visiting shows. Specialist training will be provided, including Work at Height & Rescue.

The primary objective of the Production Technician is to work closely with the Head and Deputy Heads of Production to ensure that all the lighting, sound, video 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.

ABOUT ROSE THEATRE

Rose Theatre is the largest producing theatre in South West London.

With over 150,000 visitors a year, the Rose enjoys artistic and critical acclaim from our own productions and co-productions. Following a redevelopment project supported by charitable donations, our 822-seat auditorium has a refreshed ground area with new seating. Our extraordinary community arts venue also boasts a state-of-the-art studio theatre, numerous public spaces including the Rose Café & Bar and a large Gallery space that has recently undergone refurbishment.

MAIN PURPOSE OF THE POSITION

The Production Technician’s primary role is to help ensure the provision of high quality lighting, sound, video 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 and Deputy Heads of Production to help ensure the lighting, sound, video 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.
**DUTIES AND RESPONSIBILITIES**

- Consult with the Head and Deputy Heads of Production, 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 and Deputy Heads of Production, 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 specific requirements for a particular production in consultation with Head and Deputy Heads of Production and Deputy Head of LX.

- 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 senior Department members aware of any possible training needs that may become evident.

- Assist with and, where appropriate, supervise the lighting, sound, video 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 managers 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 managers 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.

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
- Experience of working with video in performance
• Experience of and ability to work and rescue at height (training provided)
• A varied knowledge of all theatrical technical areas
• The ability to read and action lighting and scenery plans and technical drawings
• 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.

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**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 holder’s 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.*