



## **Job Description**

<b>Job Title</b>	Electrics Technician with a sound bias
<b>Reporting to</b>	Technical Director/ Chief Electrician
<b>Hours of Work</b>	37
<b>Contract Term</b>	Permanent
<b>Salary</b>	£23,000 per annum plus get outs
<b>Place of work</b>	Malvern Theatres, Grange Road

The Company may require you to work at any of other sites operated by the Company or any such other place as we may reasonably determine.

## **Principal Functions**

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You will support the Technical Director with the day to day running of the Malvern Theatres complex, with particular responsibility for the Sound Department.

To maintain a high standard of workmanship throughout the Theatres, in particularly the technical department. To work as a member of the Technical Department in a professional and supportive manner.

## **Key Tasks/Accountabilities**

- Responsible ,in association with the Technical Director and Chief Electrician, for all stage set-ups ,rigging and preparation for performances/events in the complex and other stage areas within and outside the complex as directed
- To act as Sound Technician / Duty Technician during the running of productions in the complex as required
- Responsible for the health and Safety of employees, touring staff, members of the public and any other users of the complex.
- To attend training courses as required by the Technical Director and if required training in house staff accordingly.
- To achieve continuous professional development
- Act as a fire marshal in emergency situations and during fire training
- Rigging, focusing and operation of lighting equipment
- Rigging and operation of sound equipment with specific responsibilities to operate and oversee the operation to the highest possible standards.
- Rigging lifting equipment (chain hoists and motors) and have a knowledge of flying systems
- Use of digital media projection
- Maintaining and updating as necessary all equipment pertaining to performance /events.
- Maintaining and updating as necessary all equipment pertaining to building maintenance
- Possess a current Portable Appliance Testing Certificate
- A knowledge of the safe use of pyrotechnics
- Reporting any defects of any equipment and taking said equipment out of service until repaired
- Willing and able to work at heights
- An understanding of the Electricity at Work Regulations
- A working knowledge of Work at Height Regulations
- A working knowledge of the Health and safety at Work Act 1974

- Liaising effectively with visiting companies. Communicating information throughout the technical department as required
- Liaising with other departments within the complex paying particular attention to seating /staging layouts with the Box Office.
- Liaising with FOH departments especially on performance days.
- Able to Supervise both employees and visiting users of the complex
- Drawing and adapting CAD plans as required
- Proof reading staff rotas
- General maintenance of the complex as required

#### **Key Tasks/ Responsibilities**

- Run get ins and outs in a safe and effective manner. Liaising with all depts. to ensure a calm and safe working environment
- To schedule and carry out and supervise maintenance work to a high standard
- To have a working knowledge of the heating and ventilation system (this will be done either on site or remotely via a training centre)
- To have a working knowledge of the building management system (this will be done either on site or remotely via a training centre)
- To have a working knowledge of the smoke vent system (this will be done either on site or remotely via a training centre)
- To have a working knowledge of the fire alarm system (this will be done either on site or remotely via a training centre)
- To have a working knowledge of intruder alarm system (this will be done either on site or remotely via a training centre)
- To have a working knowledge of any new systems installed and to undertake training as required (this will be done either on site or remotely via a training centre)

#### **Customer Service**

To maintain a high standard of customer service.

#### **Health and Safety**

To adhere to HASAWA 1974 and to make sure other users of the complex work in a safe and effective manner

#### **Procedures and Guidelines**

To follow procedures and guidelines set out as company policy in the Staff Handbook

#### **Other duties**

- Stock checks as required
- Stewarding any events if required
- Assist with any other duties that may become appropriate within the Malvern theatres complex

This Job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed. Not all specific tasks can be listed and your role includes any other duties or responsibilities on request as may reasonably and lawfully be expected to assist in the day-to-day operation of the complex.