**TECHNICIAN (SOUND/ELECTRICS)**

**Reports to:** Head of Electrics

**Direct Reports:** Weekly Paid Technicians

**PURPOSE OF THE ROLE**

Deliver exceptional technical support for productions, presentations and events organised by Capital Theatres at the Festival and King's Theatres, the Studio or elsewhere as required in line with our vision, mission and values. You will have a specialist area of expertise running shows on stage, but the Technical Department is multi-skilled, and you will work with others and take a pro-active, positive and flexible approach to making art happen.

***Our Vision***

To inspire a life-long love of theatre

***Our Mission***

* We will present high quality shows that stimulate, entertain and engage
* We will engage our audiences with the heritage of our buildings
* We will inspire the diverse communities that surround us and encourage them into our venues
* We will connect with performers, producers and audiences locally, nationally and internationally

***Our Values***

* **Consideration**

We will treat everyone that we meet with respect and courtesy

* **Collaboration**

Working together as a team, we will share information, learn from and support each other and use this approach with our stakeholders and partners

* **Professionalism**

We will behave with integrity; remain aware of our responsibilities and our position in the community, our status as a charity and a publicly funded organisation

Implicit is an absolute commitment to equality, inclusion and diversity, representative of the communities we serve in the City of Edinburgh and beyond

**MAIN DUTIES AND RESPONSIBILITIES**

*General*

* Working with Head of Electrics and Technical team providing all aspects of production electrics and sound, technical requirements and staging of productions and events working with visiting companies and producers
* Participate on providing practical solutions to resolve changing requirements of events, seeking advice as required
* Promoting high standards in the team, leading by good example, demonstrating excellent practical skills and a professional attitude to visiting companies and customers
* Representing the company within our facilities, ensuring the integrity of the Company’s policies and Licences.
* Supporting colleagues and managers in all aspects of safety, emergency and evacuation procedures as required
* Contributing to the personal development of both yourself and other members of the team, by passing on your own skills and seeking advice or training to improve your own skillset.
* Ensuring that technical working areas are always well maintained, and equipment is safe and properly operated.

*Get ins and get outs*

* Supervise and take part in get-ins and get-outs as required.
* Ensure that the TMA/BECTU Approved Code of Practice for get ins and get outs is either met or exceeded.

*Running Shows*

* Undertake fit-ups, resets and appropriate duties to run the show.
* Check all interfaces between in-house and visiting systems are functioning correctly
* Assist visiting companies as required and within your competence with maintenance or repairs required for the production or performance.
* Assist in liaison with other Capital Theatres departments .
* Close down equipment as appropriate at the end of the show and ensure that the building is left in a good and safe condition.

*Maintenance*

* Assist in planning and performing maintenance tasks as agreed with the Head of Electrics.
* Work with the team to help provide support and resource materials for maintenance tasks to ensure that equipment is always serviceable in good condition.
* Within agreed parameters work unsupervised on own initiative to best use time for maintenance tasks.

*Events*

* Plan and deliver technical support for commercial, engagement and promotional events.

*Staffing*

* Ability to supervise and organise casual staff, identifying and assigning tasks as appropriate
* Provide input to Head of Electrics to assist planning of rosters
* Work with the weekly paid team to develop and improve skills levels, passing on knowledge and skills
* Identify any training needs within the department and co-ordinate appropriate training as agreed

***Studio***

The Studio is a small-scale flexible venue offering facilities for a wide range of events from rehearsals and community projects through to domestic and international artistes.

* You will work with Visiting Artists and Companies, interpret/agree their needs, and facilitate their technical requirements within the Studio
* You will help identify additional resources required with the technical team
* You will set up and operate where required sound, lighting and AV equipment to high-quality standard and strike/reset as required

*Specific Responsibilities*

You will have responsibility for production electrics and sound provision and operation.

* Working with Visiting Companies and fulfilling their needs
* Set up and operation of lighting desks and equipment to high quality standard
* Set up and operation of sound desks and equipment to high quality standard
* Repair and maintenance of in-house systems

*These main duties and responsibilities are indicative and not exhaustive. Other duties may be necessary to fulfil the purpose of the post. This job description may be periodically reviewed and revised by the CEO and the Board in consultation with the post holder.*

**PERSON SPECIFICATION**

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| --- | --- | --- |
| **Essential Experience** | **Desirable Experience** | |
| * Proven experience in a professional sound and production electrics role with the ability to demonstrate good practice in developing a team of staff * Deep understanding of the peculiarities of the King’s Theatre for rapid problem-solving capability * Diplomatic and proactive approach to problem solving | * Experience operating a Digico digital sound desk and ETC Eos lighting desk * Experience and knowledge of AV equipment (projectors, video, PowerPoint) * C&G Electrical Installation or IEE 17th edition * Working at Height, Work Positioning, Rigging, Manual Handling * First Aid at Work * Relevant H&S qualification |
| **Essential Skills and Abilities** | | |
| * Excellent interpersonal and communication skills * Working safely, leading by good example * Analytical with a good eye for detail able to contribute effectively to problem resolution * Strong people management skills with the ability to delegate effectively, motivate staff and establish clear performance / /service standards | | |
| **Knowledge, Attitude and Behaviours** | | |
| * Collaborative style, working with team members and visiting technicians as well as the wider team. * Desire to achieve high quality targets * Health and Safety, Environmental Health and licensing obligations as they affect CT’s activities. * Moving lights, DMX protocol, digital sound processing and digital cinema | | |

**Technician (Sound and Electrics)**

**Main Terms and Conditions of Employment**

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|  | **Category** | **Term** |
| 1 | Tenure | Fixed term, until the end of August 2022 |
| 2 | Reporting to | Head of Electrics |
| 3 | Salary | £30,871 |
| 4 | Hours | 44 per week (average) plus Get Outs. No overtime is payable but time off in lieu for excess working hours may be agreed with the line manager as appropriate. Other payments as detailed in the Technical Staff Agreement. Evening and weekend hours are required |
| 5 | Annual Leave | 30 days per annum (inclusive of all statutory Scottish bank holidays), rising to 35 days after 5 years’ service, and 40 days after 10 years’ service  Holiday year runs from 1 April – 31 March |
| 6 | Notice Period | 1 month |
| 7 | Pension | The Company operates an auto-enrolment pension scheme with 8% employer contribution and 4% employee contribution  Option to increase through additional voluntary contributions |
| 8 | Place of Work | Mainly at the Festival & Kings Theatres, Edinburgh; post will require some local and national travel and home working |
| 9 | Additional Benefits | The Theatres offer a number of discretionary benefits including: -   * Life assurance cover of 3x salary * Free and/or discounted tickets for performances (subject to availability) and Complimentary Friends Membership * 20% discount in the Festival Theatre Café |
| **All other terms and conditions of employment are as detailed in the Staff Handbook** | | |