**Title** **Studio Technician**

**Reports to:** **Technical Director**

**Head of Electrics**

**Direct Reports:** **Casual Technicians**

**PURPOSE OF THE ROLE**

The Studio Technician will support our ambitions to develop The Studio into an exciting hub of creativity. This flexible small-scale venue in the heart of Edinburgh will offer a wide range of events from rehearsals and community projects through to productions from domestic and international artistes.

***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, 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. As a key member of the Executive, and prominent external advocate of the organisation, the post holder also has responsibility to advocate CT’s role in its civic duty to the city, it’s strategic place in the sector and in building sustainable public and private funding partnerships across the city.

**MAIN DUTIES AND RESPONSIBILITIES**

**Role**

Capital Theatres is seeking a Studio Technician to support our ambitions to develop The Studio into an exciting hub of creativity, offering a wide range of events from rehearsals and community projects through to domestic and international artistes.

Responsible to the Head of Electrics (and/or their Senior Technicians) you will partake in the delivery of exceptional technical support for productions, presentations and events organised by Capital Theatres at the Studio or elsewhere as required. The position is multi-skilled and you will work across disciplines to provide lighting, sound, AV and associated services (including staging and scenery) for both touring productions and creative projects in development, taking a proactive, positive and flexible approach to making events happen. The position is intended to provide continuity of provision and technical facilities in the Studio. You will co-ordinate and liaise with productions coming to the Studio, and with Creative Engagement and other departments within Capital Theatres as required to facilitate the technical support for activities, events and productions in the venue. You will be expected to take responsibility for providing the best technical support and facilities to all productions and events, taking a pro-active role in ensuring they are realised in a professional, efficient, and timeous manner. In collaboration with the Head of Electrics, you will be responsible for the scheduling of yourself, and any other staff required to facilitate the productions and events, along with the hire or procurement of any resources identified and agreed as required.

**Duties and Responsibilities**

* Working within the Studio providing all aspects of production electrics and sound, technical requirements and staging of productions, commercial, creative engagement, and promotional activities and events to visiting companies, other Capital Theatres departments, and producers
* Liaising with producers or event organisers both external and internal, providing practical solutions to resolve changing requirements, offering advice and co-operation with other departments or specialists where required.
* Promoting high standards in the provision of technical facilities, demonstrating excellent practical skills and a professional attitude to visitors and customers.
* Representing the company as the technical representative in the Studio, becoming familiar with and ensuring compliance with the Company’s policies and Licences
* Collaborating with the Creative Engagement department to identify and deliver opportunities to support the next generation of artistic and technical talent.
* Playing a proactive role with colleagues, visiting staff and managers in all aspects of safety, emergency and evacuation procedures as required
* Ensuring that technical working areas are always well maintained, tidy and safe to work in
* Taking an active role in the repair and maintenance of technical equipment, ensuring it is safe and is properly operated.
* Contributing to the identification and implementation of improvements to technical facilities and equipment, including researching and identifying solutions
* 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.
* Take part in get-ins and get-outs as required.
* Assist with familiarising visiting staff with our facilities and safe working practices, participating in and monitoring methods and tasks
* Ensure visiting shows’ technical systems integrate with those of the venues both safely and to best benefit.
* Undertake fit-ups, resets and appropriate duties to run the show.
* Assist visiting companies as required and within your competence with maintenance or repairs required for the production or performance.
* Close down equipment as appropriate at the end of the work period and ensure that the building is left in a good and safe condition.

**Maintenance**

* Identify, promote, plan and undertake maintenance tasks as agreed with the Head of Electrics, Technical Director or their representative.
* Work with the Technical 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.

**Staffing**

* Ability to identify and organise staff requirements, identifying and assigning tasks as appropriate
* Work with the Head of Electrics to facilitate planning of schedules to provide agreed staffing levels

**Specific Responsibilities**

* You will have responsibility for technical 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

**Flexibility**  
Where time allows and as agreed with the Head of Electrics, you will work with the Electrics Department team supporting the provision of technical facilities to productions and events in Capital Theatres other venues.

**PERSON SPECIFICATION**

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| **Essential Experience** | **Desirable Qualifications and Training** | |
| * This role requires proven experience in a professional production electrics role with the ability to be able to demonstrate good practice and procedures * Record of achieving agreed quality targets * Experience of close collaboration with members of your own department, colleagues in other departments and visiting companies, producers, and event organisers * Experience of programming and running lighting desks (eg ETC, Chauvet) * Experience and practical knowledge of live sound set up and operation (inc. Digital desks) * Experience and practical knowledge of AV equipment (e.g., projectors, Video, PowerPoint) | * C&G Electrical Installation or IEE 18th edition * Working at Height, Work Positioning, Rigging, Manual Handling * First Aid at Work Certificate * Relevant Health and Safety qualification |
| **Essential Skills and Abilities** | | |
| * Ability to work closely with fellow members of Capital Theatres staff and visiting staff * Excellent interpersonal and communication skills. * Analytical with good eye for detail, ability to contribute effectively to problem resolution * Strong technical and organisational skills with the ability to schedule work effectively, supervise staff and establish clear performance / service standards. * Good coordination skills, with a flexible, responsive approach. * Ability to identify areas where knowledge or skills require improvement, and seek advice and training where appropriate * Ability to demonstrate the highest levels of service quality and have the confidence to review and challenge when necessary. * Quick thinking and responsive with the ability to work proactively and responsibly on your own initiative. | | |
| **Knowledge, Attitude and Behaviours** | | |
| * Knowledge of Health and Safety and Environmental Health legislation, and relevant licensing as it affects Capital Theatres’ activities * Knowledge and understanding of moving lights, DMX protocol, digital sound processing, AV control systems and digital cinema * Knowledge and practical skills in Stage craft and set building * Project a professional image as befits representing one of the leading arts organisations in the UK. * Flair and passion for Capital Theatres’, its work and the work of its customer facing staff. * Calm under pressure, able to prioritise work and inspire confidence. * Able to use initiative and maximise opportunities * Flexible approach to working hours and patterns to meet the demands of this post * Diplomatic and proactive approach to problem solving both internally and externally * Ability to retain the confidence of colleagues and visiting staff through relationship building | | |

**TITLE – STUDIO TECHNICIAN**

**Main Terms and Conditions of Employment**

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|  | **Category** | **Term** |
| 1 | Tenure | 1st October 2022 – 31st September 2023 |
| 2 | Reporting to | Head of Electrics |
| 3 | Salary | £32,909 per annum, paid weekly in arrears |
| 4 | Hours | 44 per week. No overtime is payable but time off in lieu for excess working hours may be agreed with the line manager as appropriate. There will be evening, and weekend hours required |
| 5 | Annual Leave | 30 days per annum (inclusive of all statutory Scottish bank holidays), Holiday year runs from 1 April – 31 March |
| 6 | Notice Period | 1 month |
| 7 | Pension | The Company operates an auto-enrolment pension scheme with 3% employer contribution and 5% employee contribution  Option to increase through additional voluntary contributions |
| 8 | Place of Work | Mainly in the Studio and Festival Theatre, and where necessary the Kings Theatre, Edinburgh; post may 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** | | |