

# JOB DESCRIPTION

## Stage Technician (Stage & Flys)

**Reports to:** Head of Stage  
**Direct Reports:** Weekly Paid Technicians

Capital Theatres is Scotland’s largest theatre charity. Our three distinctive venues in Edinburgh - Festival Theatre, King’s Theatre and Studio Theatre - offer over 700 extraordinary performances each year. From drama to dance, to musicals and family shows, live music and pantomime, we entertain and inspire audiences of all ages. We want everyone to have access to the arts in a way that works for them, whether that’s on our stages or out in the community. We are committed to nurturing everyone’s creative journey, supporting emerging talent and contributing to the future of the theatre sector.

### Purpose of the role

Key to Capital Theatres’ future success, the post holder will deliver high quality stage craft activities for productions, presentations and events at the King’s and Festival Theatres or elsewhere as required in line with our vision, mission and values. You will have a specialist area of expertise running shows on stage or the fly floor, but the Technical Department is multi-skilled, and you will work with others and take a pro-active, positive and flexible approach in line with our vision, mission and values:

### Our Vision

To share extraordinary live experiences with everyone, again and again

### Our Mission

We build a sense of belonging across our three theatres in Edinburgh, enriching the lives of those around us through the strength of our creative programmes and partnerships

### Our Values

<b>We care</b>	<ul style="list-style-type: none"> <li>We take a people-centred approach</li> <li>We go above and beyond so everyone feels welcome</li> <li>We are thoughtful, respectful and sincere</li> </ul>
<b>We share</b>	<ul style="list-style-type: none"> <li>We are collaborative, transparent and inclusive</li> <li>We truly listen and respond</li> <li>We are committed to widening access</li> </ul>
<b>We dare</b>	<ul style="list-style-type: none"> <li>We rise to any and every challenge</li> <li>We are ambitious in outlook</li> <li>We are courageous</li> </ul>
<b>Together we deliver</b>	<ul style="list-style-type: none"> <li>We have a ‘can do’ attitude and take pride in our professionalism</li> <li>When we collaborate, there is unmistakable energy</li> <li>We are trusted to deliver a quality experience every time</li> </ul>

# JOB DESCRIPTION

Implicit is an absolute commitment to equality, inclusion and diversity, representative of the audiences, visitors and communities we serve in the City of Edinburgh and beyond. All employees are internal and external advocates of the organisation and expected to always uphold our values.

## **Main duties and responsibilities**

*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 Line manager or CEO and the Board in consultation with the post holder.*

### General

- Working with the team and with visiting companies and producers on all aspects of staging productions and events.
- Reacting to changing requirements of producers or event organisers and putting practical solutions in place to resolve problems.
- Promoting high standards in the team, demonstrating a professional attitude to visitors and customers.
- Representing the company on stage, 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
- Ensuring that technical working areas are always well presented, and equipment is safe and properly operated.

### Get ins and get outs

- Take part in get ins and get outs as required.
- Ensure that the UK Theatre Association/BECTU 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.
- Assist in liaison with other non-Technical departments (eg Customer Service)
- 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 Head of Stage
- Work with the team to help provide support as well as resource materials for maintenance tasks to ensure that equipment is always serviceable and in good condition.

### Commercial Events

- Deliver technical support for commercial events

# JOB DESCRIPTION

## Specific Responsibilities

You will have responsibility for general staging requirements

- Working with the Visiting Company and fulfilling their needs.
- Assist with planning incoming events to optimise time and resources and to ensure safety compliance
- Operation of flying and stage equipment
- Undertaking Duty Stage or Flys Technician daily responsibilities
- Repair and maintenance of in-house flying and Stage systems

## Staffing

- Provide input to Head of Stage and Senior Technician to assist with planning of rosters.
- Supervise weekly paid technicians 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.

## Person specification

Essential Experience	Desirable Experience
<ul style="list-style-type: none"> <li>• A Proven Track record in working towards staging events In the Theatrical Industry with the ability to display and develop good working practises within a team of staff.</li> <li>• A proactive and diplomatic approach to problem solving</li> <li>• Experience and operation of counter-weight flying systems</li> <li>• Familiar with working at height, rigging and manual handling</li> </ul>	<ul style="list-style-type: none"> <li>• Familiar with Edinburgh's venues</li> <li>• Any relevant industry qualifications</li> </ul>
Essential Skills and Abilities	
<ul style="list-style-type: none"> <li>• Excellent interpersonal and communicative skills</li> <li>• Working safely, and leading by good example</li> <li>• A good eye for detail and able to effectively contribute toward problem solving</li> <li>• Strong people management skills and the ability to delegate effectively, motivate staff and establish clear performance and service standards</li> </ul>	
Knowledge, Attitude and Behaviours	

# JOB DESCRIPTION

- Collaborative style, working with other team members and visiting technicians as well as the wider CT team
- A desire to achieve high quality results
- Knowledge of Health and Safety, Environmental Health and licensing obligations as they all affect Capital Theatres activities.

## Stage & Flys Technician

### Main Terms and Conditions of Employment

	Category	Term
1	Tenure	Full Time
2	Reporting to	Head of Stage
3	Salary	£39,054 per annum
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	35 days per annum (inclusive of all statutory Scottish bank holidays), rising to 40 days after 10 years' service Holiday year runs from 1 April – 31 March
6	Notice Period	3 months
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	Capital Theatres venues, Edinburgh
9	Additional Benefits	The Theatres offer a number of discretionary benefits including:- <ul style="list-style-type: none"> <li>• Life assurance cover of 3x salary</li> <li>• Free and/or discounted tickets for performances (subject to availability) and Complimentary Friends Membership</li> <li>• 20% discount in the Festival Theatre Café</li> </ul>
<b>All other terms and conditions of employment are as detailed in the Staff Handbook</b>		