

# JOB DESCRIPTION

## Technician- Sound/Lighting (Electrics)

**Reports to:** Head of Electrics

**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 work within the Electrics Team across our venues, reporting to the Head of Electrics and Senior Technician(s), delivering high-quality technical services for productions, events, and presentations at the King’s and Festival Theatres, our Studio Theatre and other venues as required. While specialising in either sound or lighting, the role requires a collaborative, flexible, and proactive approach within a multi-skilled technical team. The postholder will also assist within the team in identifying and contributing to maintenance, infrastructure improvements, and technical development projects. The post will be at the King’s and Festival Theatres or elsewhere as required 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>	We take a people-centred approach We go above and beyond so everyone feels welcome We are thoughtful, respectful and sincere
<b>We share</b>	We are collaborative, transparent and inclusive We truly listen and respond We are committed to widening access
<b>We dare</b>	We rise to any and every challenge We are ambitious in outlook We are courageous
<b>Together we deliver</b>	We have a ‘can do’ attitude and take pride in our professionalism

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	<p>When we collaborate, there is unmistakable energy</p> <p>We are trusted to deliver a quality experience every time</p>
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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

### General Duties

- Contribute within the Electrics team and broader technical team to plan and resource upcoming productions and events.
- Assist in show fit ups, resets, running and operations, directing casual staff as required.
- Participate in providing solutions to evolving requirements from producers, visiting companies and event organisers, offering practical solutions, seeking advice and co-operation between sub-departments or specialists where required and maintaining the standards of Capital Theatres.
- Promote high standards and lead by example.
- Represent the company professionally on stage, upholding policies and licences.
- Support safety, emergency, and evacuation procedures.
- Maintain technical areas and ensure equipment is safe and operational.
- Undertake any other reasonable tasks and duties as required.

### Production Support

- Participate in get-ins and get-outs, ensuring compliance with UKT/BECTU standards.
- Participate in show fit-ups, resets, and operations, helping to integrate shows' technical requirements with venue infrastructure.
- Assist with familiarising visiting staff with our facilities and safe working practices, participating in and monitoring methods and tasks.
- Coordinate with other departments and ensure safe closure of equipment post-show.
- Maintenance and Development
- Assist in planning and undertaking maintenance tasks under direction of the Head of Electrics or Technical Manager.
- Provide input to infrastructure improvements and technical development projects.
- As part of the team provide support to ensure equipment remains in good working condition.

### Event Support

- Provide technical support for commercial, engagement, and promotional events.
- Staffing and Development
- Assist in supervising and organizing casual staff.
- Engage with fellow team members including casual staff, gaining and sharing technical knowledge and expertise.
- Provide input to identifying training needs within the department.

### Specific Responsibilities

- Responsibility to assist as part of the team in providing production sound and/or lighting provision, usually focused on area of expertise but flexible to production requirements.
- Liaise with visiting companies to interpret and meet technical requirements.
- Operate live sound, AV or lighting systems to a high professional standard.
- Assist in setting up, re-programming and testing digital control networks as required, including IT networking.

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- Maintain and repair in-house systems relevant to your specialism.
- Arrange equipment hire as needed.

*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

Essential Experience	Desirable Experience
<ul style="list-style-type: none"> <li>• Proven experience in professional sound or lighting and production electrics at Capital Theatres.</li> <li>• Track record of meeting quality targets.</li> <li>• Strong collaboration with internal teams and external partners.</li> <li>• Experience and understanding of IT network protocols, lighting and sound networks.</li> <li>• Understanding of moving light set up and servicing, DMX and sACN protocols, digital sound processing, and digital cinema.</li> <li>• Proficient in operating digital sound desks (e.g., Digico) and/or lighting desks (e.g., ETC Eos family).</li> <li>• Good IT skills including MS 365 apps, industry software and networking</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Analytical mindset with attention to detail.</li> <li>• Effective people management and delegation skills.</li> <li>• Flexible and responsive.</li> <li>• Ability to work closely with team members and project a professional image.</li> <li>• Calm under pressure, proactive, and confident.</li> <li>• Flexible working hours and patterns.</li> <li>• Diplomatic and solution-oriented approach.</li> <li>• Trusted relationship builder.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Health &amp; Safety, Environmental Health legislation, and licensing.</li> <li>• Passion for the Trust’s mission and customer-facing work.</li> <li>• Initiative and opportunity maximisation.</li> <li>• Relevant qualifications:               <ul style="list-style-type: none"> <li>- C&amp;G Electrical Installation or IEE 17th Edition</li> <li>- Working at Height, Rigging, Manual Handling</li> <li>- First Aid at Work</li> <li>- Health &amp; Safety certification e.g. IOSH Managing Safely or equivalent</li> </ul> </li> </ul>

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## Essential Skills and Abilities

- Excellent interpersonal and communicative skills
- Working safely, and leading by good example
- A good eye for detail and able to effectively contribute toward problem solving
- Strong people management skills and the ability to delegate effectively, motivate staff and establish clear performance and service standards

## Knowledge, Attitude and Behaviours

- Respect – Treating everyone with courtesy and equality.
- Integrity – Acting with honesty, reliability, and transparency.
- Impartiality – Fairness in all interactions.
- Professionalism – Maintaining high standards across all operations.
- Sustainability – Operating efficiently and minimising environmental impact.
- 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.

## TITLE

### Main Terms and Conditions of Employment

	Category	Term
1	Tenure	Full time
2	Reporting to	Head of Electrics
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

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8	Place of Work	Festival Theatre
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>

**All other terms and conditions of employment are as detailed in the Staff Handbook**