



# Casual Theatre Technician

Job Description  
Person Specification

June 2021

**Wycombe Swan** is part of HQ Theatres & Hospitality's (HQT&H) portfolio of eleven regional theatres and live entertainment venues and is part of the Trafalgar Entertainment family. **HQ Theatres & Hospitality** manage 11 venues on behalf of local authorities across the UK; from live music venues and concert halls to large auditoria presenting top West End productions, high profile live music and comedy, ballet, opera and family theatre, HQT&H are recognised for providing industry-leading hospitality and first class customer experiences.

**Wycombe Swan** is located in the heart of the High Wycombe town centre and comprises of three distinct spaces to provide the people of Buckinghamshire with top-quality musicals, drama, comedy, dance, family shows, one night events, and a world-class pantomime. With a capacity of 1,076 seats, the Main auditorium boasts superb acoustics, a large stage and adaptable seating. The historic Old Town Hall offers a smart, distinctive, multi-use space with staging and seating up to 400 and 600 standing. Rounding off the spaces is the ornate Oak Room, providing a glorious and elegant setting for events of up to 120 people. More than just high quality programming seen in the main space, Wycombe Swan regularly hosts conferences, graduations, parties and weddings, with exquisite food provided by the in-house catering team.

The Wycombe Swan and Old Town Hall has always been at the heart of the Wycombe community. We are proud to be a venue that supports local community hires, alongside nurturing the young talent of Bucks through our youth drama activities. Playing our part during the Coronavirus pandemic operating as a vaccination centre for the NHS, we are now looking to grow our team with passionate and talented individuals.

- Employment type:** Casual
- Salary:** You will only be paid for the hours that you work. The Company will pay you £8.91 per hour (gross) plus TMA (Get out rates ONLY) when applicable.
- Hours:** As required. Working hours will include evenings, weekends and Bank Holidays.
- Work location:** You will be based at Wycombe Swan, High Wycombe and may be required to travel to and work at other HQT&H venues. Approved travel expenses will be reimbursed.
- Purpose of the role:** The role of the Casual Theatre Technician is to assist in the preparation and running of shows and events, ensuring that all technical requirements are met in a safe and professional manner. Ensure a high standard of technical operation and safety at all times and when required, assist with the general maintenance duties of the venue.
- Our ideal candidate:** We are looking to appoint multi-skilled technicians with excellent technical skills and experience in either a professional, educational or performance environment. The applicant should be calm under pressure, a good problem solver and be able to work well as part of a team.
- Closing date:** Ongoing
- How to apply:** Please send your CV and covering letter to [admin@wycombeswan.co.uk](mailto:admin@wycombeswan.co.uk) with the subject title 'Casual Technician'. Tell us why you think you are suited to this role, why it interests you and how we'll benefit from having you on board!

## REPORTING

You will report directly to the Senior Technician.

## KEY ACCOUNTABILITIES

### Operations

- To ensure a safe and productive working environment is maintained and that all technical work is executed in compliance with local and industry guidelines.
- Assist with the setting up of shows and events and various operational duties as instructed, including the operation of counterweight flying facilities.
- Assist with moving scenery and equipment during a production, working with lighting, sound and special effects as directed.
- At the conclusion of performances and events, assist in the breakdown and get out of all staging and equipment
- Assist with the get in of all staging and electrical equipment including, but not limited to, rigging and focusing of lights and any additional sound installations as required.
- With the technical team, work closely and promote good customer relations with all visiting producers and artists and in particular with amateur companies.
- Carry out routine maintenance on the Swan's equipment and systems as directed by the Buildings & Technical Manager.
- Occasional reactive maintenance and planned decorative works

### Health & Safety

- Assist in protecting and safeguarding the buildings and their contents from possible theft, damage and abuse by carrying out assigned duties as directed and abiding by policies and procedures issued
- Ensure the safety and comfort of customers and clients at all times whilst on the premises.
- To abide by relevant Health and Safety and Licensing requirements and to ensure all visiting performers, contractors and the general public also conform to these requirements.

### Recruitment, Training and Development

- Undertake training and development relevant to the successful execution of the job role.

### Other Responsibilities

- Dress in accordance with Company uniform policy and wear protective clothing where issued and instructed.

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

## PERSON SPECIFICATION

In order to be considered for this post you will need to evidence and demonstrate:

### Experience

- Experience of working as part of a team
- Previous backstage or technical experience in either a professional, educational or performance environment

### Skills

Ability to work safely at height, using ladders and tallescope, and from lighting bridges.

- Able to take and act upon instructions within a given time frame and in a busy working environment.
- Ability to communicate effectively and politely with co-workers
- The role includes regular manual handling, lone and assisted lifting tasks to facilitate the movement of equipment and sets on and off tour vehicles.

### Knowledge

- Knowledge and use of theatre lighting and sound systems, including rigging, focussing and plotting
- Knowledge and use of counterweight flying systems
- A working knowledge of technical theatre practices, including terminology and knots
- Literacy, computer literacy and numeracy as appropriate to the requirements of the post

### Attitude

- A strong customer service focus and a genuine desire to deliver an excellent experience, every time.
- A 'can-do' attitude and a positive, flexible approach to the job role, work colleagues and peers.
- A presentable, professional and approachable manner which sets an example for others to follow.

### Desirable

- A recognised qualification in technical theatre / theatre craft from an accredited institute.
- An understanding of theatre and entertainment protocols, such as DMX, ETC EOS Software, QLAB and Digital Sound Desks.
- Practical experience in equipment maintenance
- Good knowledge of health and safety issues and safe working practices