



ROLE PROFILE FOR SENIOR VENUE TECHNICIAN

Role Title: Senior Venue Technician

Service: Camberley Theatre, Housing, Community and Recreation

Location: Camberley Theatre, Knoll Road, Camberley, Surrey, GU15 3SY

Reporting To: Deputy Venue Manager

Role Purpose

The Venue Technician will support the technical operation of performances and events at Camberley Theatre. This includes discussing all technical requirements with incoming companies/hirers. The planning, preparing and testing the technical systems and the operations of the equipment during performances, events and hires.

Main Duties and Accountabilities

Knowledge and Expertise

- To lead on technical elements for all productions whether in house, hirers or professional companies ensure the highest levels of technical service in all areas of The Camberley Theatre.
- First point of contact for all technical enquiries sourcing technical riders to determine the technical needs from all visiting companies
- Operate sound and lighting on shows



- Provide duty management cover as necessary opening the building and managing casualties to deliver technical solutions and operations for shows.
- Maintain and make available as necessary all technical equipment with particular responsibility for lighting consumables and lighting equipment.
- To brief companies and hirers on Health and Safety procedures including fire, first aid and others as necessary.
- To be responsible for the safe operation of all hazardous technical effects (e.g. pyrotechnics, smoke machines, etc.) and all technical equipment within The Camberley Theatre.
- To maintain an awareness of health and safety legislation and practice including any new developments and to ensure this is translated to incoming companies, staff and hirers.
- To be aware of the correct manual handling techniques and to provide informal training to other members of staff where required.
- To ensure PPE is provided as required and is worn when necessary by all personnel.

Creativity and Innovation

- To design a technical solution to support the requirements of hire clients and professional incoming theatre companies.
- To suggest and adapt proposed technical riders to take into account any restrictions relating to the infrastructure of the venue, technical capabilities of the equipment, staff or other resource related issues.
- To design, rig, focus and operate lighting systems as necessary, making adaptations where possible or necessary to ensure efficient delivery of the programme.
- To rig and operate sound systems as necessary, making adaptations where possible or necessary to ensure efficient delivery of the programme.



- To make up, run and break down film for film presentations and to create media presentations as necessary.

Financial Accountability

- To manage the technical budget ensuring that tight financial controls are put in place to control expenditure so that that budget constraint are met.
- To ensure that there is sufficient consumable stock to maintain and operate technical equipment.
- To consider and propose the most cost effective replacement of technical equipment embracing new technology as it becomes available.
- To gain quotations, raise orders and goods receipt orders for equipment to ensure swift payment of contractors

Impact upon the Organisation & the Community

- To ensure the efficient technical operation of the venue and any associated engagements are delivered to the highest possible standard ensuring a high level of customer care for audience, hirers and incoming professional companies.
- To represent the Camberley Theatre technical services in a professional capacity at all events and shows either in the theatre or in alternative locations across the borough.

Management & Supervisory Responsibilities

- Manage the Casual Technical staff, booking them to work shows, manage them whilst working, giving technical direction and confirming timesheet hours for approval.
- To liaise with incoming companies and hirers as necessary prior to the engagement to ascertain requirements and needs.



- To provide key holder responsibilities for the Theatre, opening up the building for technical setups and to secure the building following a technical load out.

Initiative & Independent Action

- To arrange for the maintenance and repair issues which require external contractors to attend site.
- To take an active part in the preparation for incoming shows and events.
- To maintain the safe and efficient storage of all backstage and control room equipment, to include stock consumable items, chemicals and technical equipment ensuring such items are stored in accordance with the Health and Safety policy and that adequate stocks of consumables are maintained.
- To perform technical repairs as necessary on items of technical equipment.
- To provide H&S responsibilities in the building whilst performing Key holder responsibilities.

General

- The post holder will work alongside the other technical staff and casual technicians to ensure the highest levels of technical service in all areas of The Camberley Theatre.
- There will be a requirement, to have a flexible approach to work as it will be necessary to work unsociable hours, including weekends, bank holidays and weekends as part of a normal working pattern.
- To carry out any other duties, commensurate with the grade of this post, as and when required.

Continuous Professional Development



- Ongoing learning in relation to the advancement in technical provision within a Theatre environment.
- Updates and refreshment of Health and Safety advice and qualifications
- Updates to First Aid qualification

Customers and Contacts

Important Internal Relationships

- All Staff at the theatre both fully employed and casually employed.
- Finance support team
- Recreation and Leisure Team

Important External Relationships

- All show professional teams
- Incoming hirers
- Contractors
- Customers of the Camberley Theatre



Job Title - Person Specification

Qualifications and Training

Criteria	Essential or Desirable	Application, Interview or Assessment
<ul style="list-style-type: none"> Trained in the practice and activities of a receiving theatre Good standard of education to GCSE level or equivalent Recognised H&S qualification Recognised electrical qualification suitable for technical work. 	Essential	A and I
<ul style="list-style-type: none"> Qualification at degree level or equivalent in Technical Theatre or similar subject area. Additional training in COSHH, Risk Assessments and First Aid with valid up to date certificates. Additional training in the safe use of Pyrotechnics and other special effects. 	Desirable	A and I

Knowledge and Experience

Criteria	Essential or Desirable	Application, Interview or Assessment
<ul style="list-style-type: none"> Experience of working in a technical department of regional theatre An expert working knowledge of lighting, sound, film and media presentation. Competence and skill in operation of all technical stage equipment and systems and to be able to train other members of staff or hirers in use or operation. 	Essential	A and I



<ul style="list-style-type: none"> Ability to discuss, recommend and prepare all technical systems as specified by incoming companies and hirers. Ability to make use of relevant IT packages for administration and technical production. 		
<ul style="list-style-type: none"> Experience in using ETC GIO @5 Lighting Desk & Yamaha LS9 + Midas M32 Sound Desks 	Desirable	A and I

Skills and Relations with People

Criteria	Essential or Desirable	Application, Interview or Assessment
<ul style="list-style-type: none"> Experience of working with community organisations and youth theatre as well as professional companies. Ability to effectively liaise with customers and colleagues 	Essential	A and I

Creativity and Innovation

Criteria	Essential or Desirable	Application, Interview or Assessment
<ul style="list-style-type: none"> The ability to prepare all in-house technical systems as specified by incoming companies and hirers. To demonstrate competence and skill in operation of all technical stage equipment and systems and to be able to train other members of staff or hirers in its use or operation 	Essential	A and I

Financial Accountability

Criteria	Essential or Desirable	Application, Interview or
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		Assessment
<ul style="list-style-type: none"> An understanding of theatre finances Budgetary management, controlling expenditure 	Essential	A and I
<ul style="list-style-type: none"> An understanding of public sector financial accountability 	Desirable	A and I

Impact upon the Organisation and the Community

Criteria	Essential or Desirable	Application, Interview or Assessment
<ul style="list-style-type: none"> To represent Camberley Theatre in a professional manner at all times 	Essential	I

Management and Supervisory Responsibilities

Criteria	Essential or Desirable	Application, Interview or Assessment
<ul style="list-style-type: none"> Experience in supervising casual and freelance staff. Experience in the training and development of casual staff. 	Essential	A and I

Initiative and Independent Action

Criteria	Essential or Desirable	Application, Interview or Assessment
<ul style="list-style-type: none"> Demonstrable experience of working at a similar venue and of similar duties Experience of the monitoring and management of Health and Safety within a public building. 	Essential	A and I



<ul style="list-style-type: none"> • The ability to produce and maintain technical records relating to the operation of shows and events. • A working knowledge of lighting, sound, film, media presentation and stage management with specialised knowledge in at least one of these. • Experience of briefing incoming companies and hirers in Health and Safety policy and procedures. 		
<ul style="list-style-type: none"> • Experience in the operation of small & large scale conferences. 	Desirable	A and I

Additional Requirements

Criteria	Essential or Desirable	Application, Interview or Assessment
<ul style="list-style-type: none"> • Ability to effectively prioritise duties and supervise staff. • A 'Can do' problem solving approach to the challenge of the technical requirements that are presented. • An enthusiasm for the industry that you work within • Team approach to working as a small high performing team 	Essential	A and I

DBS Requirements

- Enhanced Adult & Child Barred

