# Role Description

Business Area

Centre for Creative & Service Industries

Job Title

Theatre Technician – APA

Salary Scale

BS 1-3 £14,433 - £18,162 (pro rata, per annum)

Location

Hopwood Hall College

Accountable to

Programme Manager

Hours of Duty

18 per week flexible (Term Time Only)

Special working conditions

The post holder may be required to work at any location of the College now or in the future in the evening and at weekends.

Purpose

To facilitate the learning process by supporting staff and students in an effective learning environment. Deliver technical assistance for both internal and external use of the theatre.

# Duties

1. To provide direct support to teaching staff by maintaining and promoting lively working environment and practices.
2. To work with and ensure that staff and students have access to studios, workshops, equipment as required.
3. Transfer and organise various media for assessment.
4. To prepare and assist in activities ensuring all materials and equipment are prepared in readiness for practical sessions and retrieved after the activity has ceased.
5. Assist in performances, supervise use of specialist equipment and undertake programming duties prior to scheduled shows.
6. Be available for any external bookings for the theatre and undertake all out of hours activity as can be reasonably expected when requested by management
7. Maintain and repair specialist equipment and be responsible for the security of equipment and tools on and off college premises.
8. Record and edit audio and video files for college productions.
9. To assist with the supervision of students working on project work and rehearsals.
10. Be flexible in supporting the sections requirements and cross college tasks.
11. Ensure continuous development and improvement of professional knowledge.
12. Be responsible for ordering requisitions and storekeeping
13. Any other duties, of a similar level of responsibility, as may be required.

All staff are responsible for:

**Children & Vulnerable Adults:** safeguarding and promoting the welfare of children and vulnerable adults

**Equipment & Materials:** the furniture, equipment and consumable goods used in relation to their work

**Health / Safety / Welfare:** the health and safety and welfare of all employees, students and visitors under their control in accordance with Hopwood Hall College’s safety policy statements

**Equal Opportunities:** performing their duties in accordance with Hopwood Hall College’s Single Equality Scheme

# Revisions and updates

This role description will be reviewed and amended on an on-going basis in line with organisational requirements dependant on the needs of the service

# Person Profile

'We are looking for an experienced Theatre Technician to join our successful and ambitious Performing Arts team. The department operates a theatre season and other professional events alongside a busy curriculum.

This role offers an opening to demonstrate and combine technical expertise with flair and creativity as the curriculum and enrichment programme develops. You will provide assistance to staff and students; be responsible for the maintenance of music and sound/lighting equipment in the classroom and theatre; and will ensure safe and efficient use of the facilities.

You should have an effective working knowledge of technical equipment; excellent organisational and interpersonal skills; and be able to work well as part of a team. The role is flexible and you may be required to work out of normal working hours.

In return, we offer exceptional facilities and the opportunity to develop skills as part of an expanding and exciting department.' “The College supports the Skills for Life agenda and recognises the importance of all adults having functional literacy and numeracy whatever their role. All staff are therefore given the support to gain a level 2 qualification in literacy and / or numeracy if they do not already have one and all teaching staff are expected to promote the basic skills of their learners within their subjects.”

## Qualifications

Essential Criteria

GCSE English & Maths

**How Identified:** Application

Desirable Criteria

Degree in a related subject area within Performing Arts.

Teaching qualification or willing to work towards.

A background/knowledge of music.

**How Identified**: Application/Interview

## Experience

Essential Criteria

Minimum of 3 years in a related industry

**How Identified**: Application

## Specialist Knowledge

Essential Criteria

Technical knowledge within the study programme area as defined by the course specification **How Identified**: Application/Interview

## IT Skills

Essential Criteria

Basic Level in Microsoft applications particularly Word and Excel Willing to undertake training appropriate to the role.

Basic audio and video recording and editing skills, appropriate for the role.

**How Identified**: Application/Interview

## Competencies

**Read this criteria in conjunction with the College Competency Framework – available on the intranet/internet.**

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| **1. Leading and Deciding** | |
| 1.1 Deciding and initiating action | **Essential** |
| 1.2 Leading and supervising | **Less Relevant** |

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| **2. Supporting and Co-operating** | |
| 2.1 Working with people | **Essential** |
| 2.2 Adhering to principles and values | **Essential** |

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| **3. Interacting and Presenting** | |
| 3.1 Relating and networking | **Essential** |
| 3.2 Persuading and influencing | **Desirable** |
| 3.3 Presenting and communicating | **Less relevant** |

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| **4. Analysing and Interpreting** | |
| 4.1 Writing and reporting | **Desirable** |
| 4.2 Applying expertise and technology | **Essential** |
| 4.3 Analysing | **Desirable** |
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| **5. Creating and Conceptualising** | |
| 5.1 Learning and researching | **Essential** |
| 5.2 Creating and innovating | **Essential** |
| 5.3 Formulating strategies and concepts | **Less Relevant** |

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| **6. Organising and Executing** | |
| 6.1 Planning and organising | **Desirable** |
| 6.2 Developing results and meeting customer  expectations | **Essential** |
| 6.3 Following instructions and procedures | **Essential** |

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| **7. Adapting and Coping** | |
| 7.1 Adapting and responding to change | **Essential** |
| 7.2 Coping with pressures and setbacks | **Essential** |

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| **8. Enterprising and Performing** | |
| 8.1 Achieving personal work goals and objectives | **Essential** |
| 8.2 Entrepreneurial and commercial thinking | **Less Relevant** |

Hopwood Hall College is committed to guarantee an interview to people with disabilities who meet the minimum essential criteria for a vacancy and to consider them on their abilities.