



## JOB DESCRIPTION

<b>Job Title:</b>	Apprentice Creative Venue Technician
<b>Department:</b>	Technical
<b>Responsible To:</b>	Technical Manager

### Purpose

To ensure the continued provision of high quality technical services for the presentation of performances and events at the Lowther Pavilion Theatre, acting in a practical support role and frontline service role to incoming and in-house events and projects.

As an Apprentice Creative Venue Technician you will undertake training and support the preparation and running of shows and events, ensuring that technical requirements are met in a safe and professional manner and at a high standard at all times. By the end of your apprenticeship you will possess a broad range of technical skills and knowledge, enabling you to go onto further study or work.

As part of your apprenticeship, you will be required to assist with day to day tasks in the Technical Department at the Lowther Pavilion Theatre. You will attend seminars and training provided by the National College Creative Industries, and will produce a portfolio of work to support your Level 3 Apprenticeship Standard.

### Duties & Responsibilities

To undertake training provided by the Lowther Pavilion Theatre, and the National College Creative Industries, as part of the Level 3 Creative Venue Technician Apprenticeship Standard

- To produce a portfolio of work to document skills learnt as part of the Level 3 Creative Venue Technician Apprenticeship Standard
- Preparing, rigging and installing sound and lighting equipment/systems for performances and events
- Operating lighting and sound equipment during rehearsals and performances
- Working onstage for the get-in of productions, assisting during performances with stage work and participating in the get-out of productions
- To assist in ongoing maintenance tasks for sound, lighting, video and stage equipment
- To assist with departmental administrative tasks
- To assist in the forward planning of productions, undertaking preparation tasks with the rest of the team at the Lowther Pavilion
- To participate in training provided by the department, which will focus on the development of a broad range of skills, as well as specific skills appropriate to the apprentice

- To undergo health and safety training, understanding the potential risks in the theatre environment and the need to work safely at all times

### **Other responsibilities**

- Attend staff meetings, training sessions and other events, which may take place outside normal working hours as required
- Undertaking other duties as may be reasonably required including outdoor events & Festivals in the Lowther Gardens
- At all times to carrying out duties and responsibilities in regards to the venue's Equality, Diversity and Inclusion and Health and Safety Policies.

**This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.**

### **Person Specification**

The successful candidate should be able to demonstrate the following skills and abilities:

#### **Essential**

- A team-player who is personable, diplomatic and has the ability to communicate effectively with people at all levels both internally and externally.
- Excellent written and verbal communication skills (including a good standard of spoken and written English).
- Good ICT skills, including working knowledge of Microsoft Office's Word, Excel, Outlook.
- Ability to work effectively within a busy environment including periods of intense pressure.
- A keen eye for presentation and detail both personally and in all facets of work.

#### **Desirable**

- Full Clean UK Driving Licence.
- Experience with the in house technical equipment (Avolites/Allen & Heath QU Series/ Q Lab)
- Experience working with semi-professional and amateur companies.
- Experience in Live Streaming / camera systems and/or Video Editing
- First Aid Training
- Interest in and empathy for the arts and theatre
- Experience of working in a technical team or a venue
- GCSE grade C or equivalent qualifications in English, Maths and ICT Entry requirements

- Grade C or above in English and Maths are desirable
- Apprentices without Level 2 English and Maths will be required to achieve this level prior to the end of the Apprenticeship (delivered by the National College Creative Industries)

### **Terms & Conditions**

**Contract** 18-24 months

**Salary** £4.81 per hour (16-18 Years) / £6.83 (19-20 Years) / £9.18 (21-22 Years)

**Hours** 40 hours per week (including College time) including evening and weekend work

**Annual Leave** 28 days

**Start Date** Sept 2022

**Hours:** You will be required to work such hours and/or days as are needed to fulfil the requirements of the position up to 40 hours per week excluding meal breaks. This position specifically includes working unsocial hours including evenings, weekends and bank holidays.

**Holidays:** Your Holiday entitlement will depend on the number of hours that you actually work and be pro-rated on the basis of a full-time entitlement of 28 days' holiday during each full holiday year (including all public holidays in England and Wales). You will be entitled to a day in lieu where you are required to work bank or public holidays and will be paid your normal basic remuneration. The Company's holiday year runs between April and March.

**Pension:** Lowther Gardens introduced a workplace pension scheme in April 2016 and all eligible staff will be automatically enrolled into that scheme. Staff may opt-out of this scheme with written confirmation to the provider.

Please email [technical@lowtherpavilion.co.uk](mailto:technical@lowtherpavilion.co.uk) with any submissions of CV's and Covering letters.