



## JOB DESCRIPTION

<b>Job Title:</b>	Casual Technician
<b>Department:</b>	Technical
<b>Responsible To:</b>	Technical Manager
<b>Responsible For:</b>	<b>(Supervisory)</b> Technical Volunteers Visiting Companies & Staff

**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.

### Key Responsibilities:

- Technical & Production
  - To engage in the operation and frontline technical support of both visiting and in-house productions and events; ensuring the smooth running of the theatre's general operations.
  - To undertake such production duties as appropriate to the incoming performances as directed by the Technical Manager including the undertaking of live event operator duties where required.
  - To undertake such non-production duties as directed by the Technical Manager including but not limited to; the servicing and maintenance of equipment across production departments; the installation and ongoing servicing of technical services and the day to day operations of the Lowther Pavilion Theatre.
- Business Services
  - To undertake such duties as required for the general operations of the Lowther Pavilion's business as directed by line management, i.e turnarounds, cleaning etc.
  - To ensure the upkeep and enforcement of all relevant Health & Safety protocols and regulations throughout the operations of the business.
- Planning & Operations
  - To act, where required, as technician for events during business operating hours.
  - To act, where required, as deputy for the Technical Manager in their absence with decision making authority as directed by any of the theatre management team.

**General**

- As a term of your employment you may also be asked to undertake other such appropriate duties as and when required of you, as well as being asked to work flexible hours to suit the operation of the organisation.
- To be open to personal development initiatives and participate in all training and development initiatives as required
- You may be required to work on events in the Lowther Gardens, or in any location within the Fylde area.

**PERSON SPECIFICATION / COMPETENCIES****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.
- Demonstrable experience and understanding of all production departments with special note to Lighting, Sound and Audio Visual.
- Demonstrable experience and knowledge of current touring practices and production equipment including pre-production work & planning.

**Desirable:**

- A relevant undergraduate degree or suitable industry experience.
- 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
- Experience in running Cinema presentations
- Relevant field training qualifications e.g Rigging and access, PASMA, Working at Heights
- First Aid Training
- Interest in and empathy for the arts and theatre

## MAIN TERMS AND CONDITIONS

**Salary:** £8.91 per Hour

**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.

**Overtime:** Where necessary and agreed with senior management any time over the standard may be taken as time off in lieu (TOIL) or as paid overtime on a rate of £8.91 per hour.

**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). The Company's holiday year runs between April and March.

At the end of each month, the Company will pay your accrued holiday entitlement based on 12% of your hourly rate.

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