

CAPITAL THEATRES – JOB DESCRIPTION

STAGE TECHNICIAN (STAGE)

Fixed Term

Reports to: Head of Stage

Direct Reports: Weekly Paid Technicians

PURPOSE OF THE ROLE

Key to CT’s future success, the post holder will deliver high quality stage craft activities for productions, presentations and events at the King’s and Festival Theatres or elsewhere as required in line with our vision, mission and values. You will have a specialist area of expertise running shows on stage, but the Technical Department is multi-skilled, and you will work with others and take a pro-active, positive and flexible approach to making art happen.

Our Vision

To share extraordinary live experiences with everyone, again and again

Our Mission

We build a sense of belonging across our three theatres in Edinburgh, enriching the lives of those around us through the strength of our creative programmes and partnerships

Our Values

We care	We take a people-centred approach We go above and beyond so everyone feels welcome We are thoughtful, respectful and sincere
We share	We are collaborative, transparent and inclusive We truly listen and respond We are committed to widening access
We dare	We rise to any and every challenge We are ambitious in outlook We are courageous
Together we deliver	We have a ‘can do’ attitude and take pride in our professionalism When we collaborate, there is unmistakable energy We are trusted to deliver a quality experience every time

Implicit is an absolute commitment to equality, inclusion and diversity, representative of the audiences, visitors and communities we serve in the City of Edinburgh and beyond. All employees are internal and external advocates of the organisation and expected to always uphold our values.

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MAIN DUTIES AND RESPONSIBILITIES

General

- Working with the team and with visiting companies and producers on all aspects of staging productions and events.
- Reacting to changing requirements of producers or event organisers and putting practical solutions in place to resolve problems.
- Promoting high standards in the team, demonstrating a professional attitude to visitors and customers.
- Representing the company on stage, ensuring the integrity of the Company's policies and Licences.
- Supporting colleagues and managers in all aspects of safety, emergency and evacuation procedures as required
- Ensuring that technical working areas are always well presented, and equipment is safe and properly operated.

Get ins and get outs

- Take part in get ins and get outs as required.
- Ensure that the UK Theatre Association/BECTU Code of Practice for get ins and get outs is either met or exceeded.

Running Shows

- Undertake fit-ups, resets and appropriate duties to run the show.
- Assist in liaison with other departments (eg Customer Service)
- Close down equipment as appropriate at the end of the show and ensure that the building is left in a good and safe condition.

Maintenance

- Assist in planning and performing maintenance tasks as agreed with Head of Stage
- Work with the team to help provide support as well as resource materials for maintenance tasks to ensure that equipment is always serviceable and in good condition.

Commercial Events

- Deliver technical support for commercial events

Specific Responsibilities

You will have responsibility for general staging requirements

- Working with the Visiting Company and fulfilling their needs.
- Planning incoming events to optimise time and resources and to ensure safety compliance
- Operation of flying and stage equipment
- Repair and maintenance of in-house flying systems

Staffing

- Provide input to Head of Stage and Senior Technician to assist with planning of rosters.
- Supervise weekly paid technicians to develop and improve skills levels, passing on knowledge and skills.
- Identify any training needs within the department and co-ordinate appropriate training as agreed.

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These main duties and responsibilities are indicative and not exhaustive. Other duties may be necessary to fulfil the purpose of the post. This job description may be periodically reviewed and revised by the CEO and the Board in consultation with the post holder.

PERSON SPECIFICATION

Essential Experience	Desirable Experience
<ul style="list-style-type: none"> • A Proven Track record in working towards staging events In the Theatrical Industry with the ability to display and develop good working practises within a team of staff. • A proactive and diplomatic approach to problem solving 	<ul style="list-style-type: none"> • Familiar with Edinburgh's venues • Experience and operation of counter-weight flying systems • Familiar with working at height, rigging and manual handling • Any relevant industry qualifications
Essential Skills and Abilities	
<ul style="list-style-type: none"> • Excellent interpersonal and communicative skills • Working safely, and leading by good example • A good eye for detail and able to effectively contribute toward problem solving • Strong people management skills and the ability to delegate effectively, motivate staff and establish clear performance and service standards 	
Knowledge, Attitude and Behaviours	
<ul style="list-style-type: none"> • Collaborative style, working with other team members and visiting technicians as well as the wider CT team • A desire to achieve high quality results • Health and Safety, Environmental Health and licensing obligations as they all affect Capital Theatres activities. • 	

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TITLE
Main Terms and Conditions of Employment

	Category	Term
1	Tenure	Full time
2	Reporting to	Head of Stage
3	Salary	Range £34k - £37k
4	Hours	44 per week (average) plus Get Outs. No overtime is payable but time off in lieu for excess working hours may be agreed with the line manager as appropriate. Other payments as detailed in the Technical Staff Agreement. Evening and weekend hours are required.
5	Annual Leave	35 days per annum (inclusive of all statutory Scottish bank holidays), rising to 40 days after 10 years' service Holiday year runs from 1 April – 31 March
6	Notice Period	3 months
7	Pension	The Company operates an auto-enrolment pension scheme with 8% employer contribution and 4% employee contribution. Option to increase through additional voluntary contributions
8	Place of Work	Festival Theatre
9	Additional Benefits	The Theatres offer a number of discretionary benefits including:- <ul style="list-style-type: none"> • Life assurance cover of 3x salary • Free and/or discounted tickets for performances (subject to availability) and Complimentary Friends Membership • 20% discount in the Festival Theatre Café
All other terms and conditions of employment are as detailed in the Staff Handbook		