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| Post Title: | Senior Technician |
| Annual Salary: | £22,500 - £24,500 per annum plus Get Out Payments |
| Hours per week: | 40 hours per week including evenings, weekends, and bank holidays |
| Responsible for: | Casual Technicians |
| Responsible to: | Technical Manager |
| Place of Work | Lichfield Garrick Theatre |
| Probationary Period | The position is subject to a six-month probationary period. |
| Pension | People’s Pension (auto-enrolment scheme – employer contributes 3%, employee contributes minimum 5%) |
| Holidays | 28 days paid holiday per annum, pro rata, including bank holidays during each holiday year. Entitlement increases by one day per two years after three years’ service up to a maximum of 33 days in total. |

JOB DESCRIPTION

**Main Purpose of Post**

1. To aid in the technical operation of the Lichfield Garrick including technical support of all productions, conferences, meetings, and rehearsals at the Lichfield Garrick.
2. To ensure that a high-quality physical environment is maintained throughout all backstage areas within the Lichfield Garrick and to ensure that the creation and production of work is of the highest artistic and technical standards.
3. To act as a duty technician during shows including supervising the operation of technical areas at the Lichfield Garrick at all times during amateur performances, ensuring a high level of Health & Safety compliance.

**Main Duties**

1. As part of the Technical Team, ensure that all backstage areas are kept in a safe, organised, tidy manner, complying with Health and Safety legislation.
2. As part of the Technical Team and as directed by the Technical Manager, provide complete technical support including Lighting, Sound, AV and Staging to all incoming shows and shows produced at the Lichfield Garrick. To Stage Manage

In house and co- productions when required.

1. In conjunction with other members of the Technical Team, take responsibility for all rigging, flying equipment, drapery, decking and all stage communication equipment. Including stock taking, maintenance, repairs, and replacement of items. In conjunction with the Technical Manager ensure that there is adequate equipment and consumables on site fit for show use.
2. To ensure that the routine maintenance of all theatrical equipment is carried out
3. Ensure the building is open in the morning and secured safely at night in conjunction with the Front of House Manager and Duty Managers, ensuring that all areas of the building are clean and safe and maintained to a high standard, protecting health and safety of the public, contractors, users, hirers, staff, and visitors.
4. Deputise for the Technical Manager as and when requested.
5. To act as one of the keyholders.
6. In partnership with the Technical Manager, implement the Lichfield Garrick’s Health and Safety policies including completing risk assessments when required.
7. Maintain effective accident and near miss reporting procedures and maintain a knowledgeable and up-to-date understanding of Health and Safety Legislation relating to the Theatre industry.
8. Clean and maintain technical equipment when required. Ensure all items are PAT tested when in use at the Lichfield Garrick.
9. In partnership with all staff, take part in and be responsible for effective evacuation and emergency procedures.

**Other Duties**

1. Maintain good and effective working relationships with all customers, users, colleagues, and line managers.
2. Maintain good standards of work and communication, contributing to the department’s safe, efficient, economic, and high-quality performance.
3. Adhere to the venue’s Health and Safety Policy and relevant current legislation.
4. To support the theatre’s education and community programme, to take responsibility for developing apprentice and intern staff’s understanding of theatre equipment and practices.
5. Undertake any duties that the Technical Manager may require.
6. Keep up to date with developments in theatre technology.

The Lichfield Garrick Theatre reserves the right to vary the content of the job description, after consultation, to reflect the changes to the job without changing the general character of the post or level of responsibility.

**General**

1. The Lichfield Garrick believes that the development of new theatre practitioners and audiences, especially young people, is vital. All staff are expected to contribute to such developments in appropriate ways.

It is the responsibility of every member of staff to assist in presenting the Lichfield Garrick to the public as a positive, efficient, and welcoming organisation

**Person Specification**

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| **Essential Criteria** | **Desirable Criteria** | **Means of Selection** |
| Experience | Minimum five years’ experience in the Theatre industry either in a venue or as a freelancer. | Application form/ Interview |
| **Qualifications** | Minimum GCSE in Maths and English. The ideal candidate will ideally have Theatre/ Production qualifications to further/ Higher Education Level. | Application form/ Interview |
| Essential Criteria | **Desirable Criteria** | **Means of Selection** |
| Skills and Abilities | Experience and understanding of Lighting, Audio and AV equipment. Experience in Production and Stage Management. Experience with Health and Safety within the performing Arts Industry. Full driving Licence. | Application form/ Interview |
| Special Attributes | The ideal candidate will be able to work as part of a dedicated team of Technicians,  on a diverse range of projects as well as working well within the theatre team as a whole. | Application form/ Interview |