

**JOB INFORMATION & JOB DESCRIPTION**

**JOB TITLE:** **Stage Technician (Embassy Theatre)** **Date:** **April 2018**

**PURPOSE OF JOB** The objective of the post is to provide a high level of technical services to both in-house and external productions that visit The Embassy Theatre. The successful candidate will need to demonstrate previous experience within a similar venue. The role can be physically demanding, with the need for regular working at height. Although all disciplines of theatre technical will be required, this role will be bias towards live sound operation and implementation. You will be required to assist in the maintenance and future development and specification of the theatres technical infrastructure.

**Hours of Work:** Working hours will be 30 per week (annualized). Week by week working arrangements will be in accordance with business requirements and by agreement with your line manager, subject to your right not to work more than 48 hours per week unless by agreement

**Responsible to:** Technical Manager

**Team Relationships:** You will work within a small but dedicated and professional team which operates as part of a larger team.

**Main terms & conditions of employment:** £17,891.00 Pro-rata. Payment made one month in arrears, 6 month probation period will be required.  
You will also benefit from some of the best terms and conditions in the leisure field including a voluntary membership of a defined benefits career average pension scheme plus free use of Magna Vitae’s fitness suites and swimming pools.

**Special Requirements:**

**EQUALITY & DIVERSITY:**  
The post holder is required to carry out their duties in a way that supports Magna Vitae’s Equality & Diversity Strategy.

**HEALTH & SAFETY:**  
The post holder will take all reasonable care of themselves and of others who may be affected by their acts or omissions. All actions must be conducted in accordance with Magna Vitae’s Health and Safety Policy & Commitment Statement.

**SAFEGUARDING CHILDREN & ADULTS:**  
Magna Vitae have a duty to promote the welfare of, and safeguard of children and adults at risk. The post holder is required to comply with the company Safeguarding Policy.

**Work Location:** Embassy Theatre Skegness

**Type of Contract:** Full time / Permanent  
Annualised contract

The activities described below may be varied from time to time to meet the needs of the company. The following duties are not exhaustive but merely indicate the work range and core content of the post. The post holder may be required to undertake further relevant duties. The duties are not arranged in priority order.

## KEY DELIVERABLES

- To provide technical services to all productions both in house and external
- To assist with venue set ups, including erecting of seating and assisting with event specific layouts.
- To work closely with a small but dedicated team to acquire technical excellence at the venue.
- To take a flexible approach to the theatre's timetable and pattern of work which may require, with notice, additional hours to be worked, including Sundays and Bank Holidays.
- Attendance at Staff and Team meetings / training.
- To comply with Health and Safety legislation and the Embassy Theatre Health and Safety Policy in order to ensure a safe working environment.
- To undertake such other relevant duties as may be requested from time to time by the Duty Managers.
- To be fully conversant with emergency & evacuation procedures, ensuring that all duties are carried out in accordance with all safe working practices.
- To undertake any other duties of a similar nature and level, as / when required.
- To maintain at all times a good personal image and relationship between Magna Vitae and their customers.

Uniform and PPE will be provided and must be worn at all times during work periods.

Our venue although coastal is not seasonal; we program and operate 12 months of the year. Due to our location summer months and Christmas are our high peak seasons, due to this annual leave and time off during this time maybe restricted.

# PERSON SPECIFICATION

Candidates are required to explain how they meet each of the following criteria. This should be done using the blank section of the application form.


As well as using relevant experience gained from present or previous employment, you can also draw on any skills from community or voluntary work, leisure interests and the home.

For each requirement please also state how you have gained the skills and experience necessary to do the job.

**Remember - Assumptions will not be made about the skills and experience you have. If you do not tell us, we do not know. The company may use appropriate testing as part of the selection process.**

JOB REQUIREMENTS & KEY CRITERIA		Essential / Desirable
<b>Experience/ Knowledge/ Skills</b>	Previous experience within a similar venue	E
	Extensive knowledge of all disciplines within the Theatre technical department, lighting, sound, rigging, pyrotechnics.	E
	Knowledge and operation of a Digico SD9 Sound console	E
	Knowledge of Avolites Tiger Touch Lighting Desk	D
	Knowledge of stage techniques including drapes and rigging.	D
	Basic AV requirements	D
	Knowledge of sound installations and operation	E
<b>Qualifications/ Training</b>	First Aid trained	D
	Basic electrical skills including PAT testing	D
<b>Personal Qualities</b>	Good verbal communication	E
	An ability to liaise with a both in house and touring personnel	E
	Ability to work in a self-motivated way - under pressure and to tight deadlines	E
	Ability to work at heights	E
	Excellent team player, with a can do approach.	E
	A willingness to undertake further training relevant to the position	E
	An active interest in Arts, Culture and Entertainment	E
	To be an ambassador of the venue	E

**FURTHER INFORMATION ABOUT MAGNA VITAE**

<p><b>Our Purpose</b></p>	<p>As a Charitable Trust our mission is to provide an extraordinary range of cultural, leisure and health related facilities and services that allow local people to lead a great life.</p> <p>We will develop and sustain a thriving and successful culture and leisure business that encourages innovation and expansion to maximise the opportunities for the community we serve. We are regulated by both the Charities Commission and Companies House, with any profits we make being re-invested to continually develop and improve services for the people of East Lindsey.</p> <p>Magna Vitae is a Partner to East Lindsey District Council which provides significant financial support for the work we do.</p>
<p><b>Our Vision</b></p>	<p>We want to enable more people to be physically and culturally active, more often.</p>
<p><b>Our Values</b></p>	<p>Focus on the customer</p> <p>Improve continually</p> <p>Teamwork</p>
<p><b>Core Behaviours</b></p>	<p><b>Smile</b> </p> <p><b>Be Friendly</b> <input data-bbox="518 1043 604 1128" type="checkbox"/></p> <p><b>Be Helpful</b> <input data-bbox="518 1149 643 1249" type="checkbox"/></p>
<p><b>Benefits of working for Magna Vitae</b></p>	<p>As a new company we are looking to recruit talented people to join our established teams. We will provide you with the opportunity to develop your skills to ensure that you have the best industry leading knowledge so that, as opportunities arise, you can further your career within Magna Vitae or the culture and leisure industry as a whole.</p> <p>You will also benefit from some of the best terms and conditions in the leisure field including a competitive salary and a generous employer pension scheme. We look forward to receiving your application.</p>