

THE KENTON

Job Description **Theatre Technician**

About The Kenton

The Kenton Theatre is a stunning Georgian venue which first opened in November 1805 and is one of the oldest working theatres in the UK. Seating 240, the theatre today offers a varied programme of music, drama, dance, talks, comedy and family shows and is regularly hired by a number of community groups and private events. Boasting over 230 performances a year, with an annual income of c£500k.

The Role

We have an exciting opportunity for an enthusiastic Theatre Technician to assist in supporting a creative program of performances including well-known professional artists and our local community groups.

They will be a key member of the operational team working on all areas of productions, collaborating with visiting companies and the Technical Manager to translate their show needs into reality. Set up lighting, sound, and video equipment according to specifications, ensuring seamless transitions and flawless execution.

This is a varied role working with the Theatre Manager, Technical Manager and the rest of the team to maintain our vibrant and historic theatre ensuring technical spaces are tidy and well organised and upholding robust health and safety protocols.

Main duties and responsibilities

- Carrying out work related to setting up shows and packing down.
- Delivering high quality technical support for productions and events being hosted by The Kenton.
- Setting up and operating lighting, sound and video equipment for performances and events.
- Acting as duty technician during performances.
- Carrying out work fitting up and packing down shows.
- Operating fly and winch rigging systems for safe loading of equipment including hemp sets.
- Working as part of the technical crew for the annual pantomime.
- Assisting with recommendations for buying or hiring equipment for the artistic programme according to the scheduling, budgeting and technical needs of the theatre.
- Assisting the freelance technicians and coordination of backstage volunteers.

- Ensuring equipment is returned to be stored safely and securely.
- Promoting good working practices and maintaining high production values at all times.

Additional Duties & Responsibilities

- Providing first line technical support and maintenance in the building for other staff and volunteers.
- Undertaking basic maintenance duties as required to ensure the workplace adheres to health and safety requirements.
- Ensuring good housekeeping around the building focusing on technical spaces.
- To be familiar with and comply with current Health & Safety regulations relevant to the industry or mandated by local or national regulations and to keep abreast of any changes.
- Inspecting and basic maintenance of equipment plus updating records. including asset tracking.
- PAT testing of electrical equipment – training can be provided.
- Attending regular training as required.

Essential Skills & Experience

- Experience of working in a professional backstage environment.
- At least two years of technical and production experience in theatre and events.
- Excellent organisational skills.
- Strong IT skills including the use of Microsoft Office 365 including Word, Excel, PowerPoint and SharePoint.
- Great communication and teamworking skills .
- A passion and commitment to delivering the arts to our community.
- Great timekeeping.
- Availability over peak seasons including Christmas.
- Due to working with children, an enhanced DBS check will be carried out.
- Ability to work flexible and unsociable hours.
- Confidence with manual handling and lifting of heavy theatre equipment, working at height.
- Availability to work unsupervised and under own initiative.

Desirable Skills & Experience

- Full-clean driving licence and vehicle preferred due to unsociable hours.
- First aid qualification.

- Understanding of theatre technical systems including Show Cue Systems, qLab, ETC Element lighting desks and Allen & Heath digital sound desks.
- Experience with Artifax, our bookings software, and Spektrix, our ticketing software.
- Basic DIY skills (sawing, drilling and/or painting).
- Experience of PAT testing.

Terms

Hours:	20-30 hours per week (shift based dependent on our program). Possible peak overtime available or hours in lieu. This role will involve unsociable hours including weekends and evenings
Pay	£23,400 per annum (based on 30 hours per week)
Holiday:	20 days per annum plus bank holidays on a pro rata basis
Probation:	Six months
Contract type:	Permanent
Location:	Based at the theatre and a driving licence is preferred due to late shifts

Application Process

If having reviewed this description and information you feel you are a suitable fit for the role, please email a CV and cover letter to: recruitment@kentontheatre.co.uk ensuring that **Theatre Technician** is included in the subject line.

For further information please contact Lottie Pheasant, Theatre Manager at theatremanager@kentontheatre.co.uk

Deadline for applications: Friday 19 April 2024 at 5pm

In-person interviews to take place: week commencing: Monday 22 April 2024