



CITY VARIETIES
MUSIC HALL · LEEDS

The
GRAND
Theatre & Opera House Leeds



Technician

Technicians are part of the Technical and Property department at Leeds Heritage Theatres (LHT).

The role of the Technical team is to facilitate all technical aspects of performances within the Charity's venues; to ensure health and safety is adhered to; support the long-term improvements of the stage area and venues in general; and to help maintain and deliver fit for purpose historical buildings by supporting the Charity with its Capital Programme. We strive to create and nurture a positive and productive culture in which to work and flourish.

Purpose of Job

The Technician, supported by the Technical and Property department, will assist the provision of all aspects of technical support for LHT by:

- Supporting the Technical and Property department in carrying out the day-to-day activities to meet team objectives, align resources to priorities, and ensure service delivery is robust and to a high standard.
- Delivery of comprehensive support for all visiting Companies technical and staffing requirements.
- To be proactive in the delivery of improvements both front and back of house.
- Supporting the Technical and Property management team in all aspects of health and safety.
- Supervising Casual Technicians as required. Provide cover to colleagues during periods of absence.
- Undertake any other duties which are commensurate with the post at any of the Charity's venues.

Principal Accountabilities

Technical support to LHT and visiting companies:

- Support, on behalf of our Technical department, the requirements of the visiting Company's production work, rehearsals and staging of shows to a high standard.
- To lead get ins, fit ups, and get outs when required ensuring we achieve high standards of support, and all crew members have the equipment to be able to carry out what is requested of them.
- Ensure visiting Companies are aware of all in-house safe working practices.
- Review all visiting Companies' paperwork to ensure you are aware of all aspects of the show and can supply cover to a high standard.
- Ensure all colleagues support each other and the productions as required. Assisting all Technical departments when required.
- Complete all paperwork in relation to visiting Companies, including but not limited to, Get Out hours form, Extra Hours Called form and CDM (Construction Design and Management) sign off.

- Be proactive in the design, construction and running of in-house productions and visiting shows when the opportunities allow.

Maintain and deliver fit for purpose buildings:

- Understand contractor management, Construction Design and Management (CDM).
- Assist with all aspects of routine maintenance and repair to ensure the buildings are fit for purpose.
- Assist in supporting the Technical and Property Managers in visualising, proposing, and implementing technical and building upgrades to support the Charity's vision to produce the highest standards of theatre and film.

Health and Safety:

- Assist with completing risk assessments and safe systems of work within the Technical department.
- Ensure safe working practices are always adhered to, including but not limited to, working at height, LOLER, manual handling, accident and near miss reporting, electrical safety and PAT testing.
- Assist in the production and review of Technical Bibles/Guidelines and safe working methods.
- Assist with ensuring all colleagues, visiting Companies and contractors adhere to safe working practices whilst working at all LHT venues.
- Offer advice and guidance charity wide for technical safety within the venues.
- Have a clear understanding of responsibilities as outlined in the Fire and Evacuation Policy and Procedure as well as all the fire safety systems which support that policy.
- As part of the Technical team help ensure all colleagues are aware of and understand the Fire and Evacuation Policy and Procedures and their role within it.
- Act as Duty Technician when instructed within LHT buildings.

Operation:

- Motivate and mentor, creating a positive and enjoyable workplace and culture. This includes being open and accessible to all staff and helping to set a high standard of work.
- Help implement the in-house Buy Out and Working Time Directive; ensuring all Technical colleagues have the correct breaks throughout the day/week, reporting to the Technical Manager any infringements or on-going issues.
- Assist with the day-to-day technical operation of the building, ensuring they are safe to use by all colleagues and visitors. Including assisting in locking up procedures and ensuring security measures are in place.
- Provide colleagues with help and guidance, implementing processes, procedures, and policies with guidance and supervision from the Technical Manager.

About You

We are looking to appoint experienced technicians to maintain a smooth running, efficient and safe working environment for all colleagues and visiting companies. You will assist on building maintenance including future works and strive to offer the best possible service and a positive working culture for all users of our venues.

We are looking for committed, enthusiastic and flexible individuals.

Essential attributes

Technical

- Have experience of working in a receiving house and a good all-round knowledge of technical theatre, proven expertise of fit ups, rehearsals, shows, get-ins and get-outs.
- Knowledge of all aspects relating to safety standards within the industry and new technical developments.
- Good knowledge of health and safety legislation and safe systems of work.
- Ability to undertake work of a complex nature and report appropriately with limited supervision and support.
- A high level of IT skills and ability to use IT software, including Microsoft Office packages.
- PAT Knowledge and experience.
- Good technical knowledge of aspects of theatre, including but not limited to stage, LX, flying and sound.

Support

- Be willing to take personal responsibility for, and abide by a range of policies, including Working Hours & TOIL, Health and Safety, Taxi Usage, Positive Work Environment etc.
- Ability to work effectively with external bodies such as visiting Companies, contractors, and the public.
- Experience of identifying improvements to systems and procedures and managing their implementation with the support and supervision from the Technical Manager
- To maximise income and minimise expenditure wherever possible and without jeopardising the quality of the work or reputation of LHT.

Personal

- Manage own workload with supervision, producing work to a high quality within the agreed timescales. Work as efficiently and effectively as possible and be able to respond and adapt quickly to circumstances as they arise.
- Taking personal responsibility for self-development and time management.
- Possess a positive, can-do attitude and flexible approach to working as part of a technical team.
- Be a self-starter; motivated, enthusiastic, and calm under pressure.
- Ability to prioritise duties, meet deadlines and work efficiently when under pressure, maintaining high quality work.

Desirable attributes

- Knowledge of CAT power flying system.
 - First Aid qualification.
 - IOSH qualification.
 - Experience of operating technical equipment.
 - Working at height qualification.
 - Experience of workshop tools and machinery.
 - Genie powered platform qualification.
 - PAT certification.
 - Evidence of interest in the arts and/or theatre.
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Contract type: Permanent. Locally agreed full time buy out.

Responsible to: Heads, Technical Manager, Property Manager.

Responsible for: Contracted Technical Staff, Casual Technical Staff.

Salary: £27,248 per annum

Holiday Entitlement: 20 days, rising after two years' service

Benefits

Generous average salary pension scheme.

Regular staff offers and discounts for our own venues and local businesses.

Free to use Employee Assistance Programme that supports your health and wellbeing.

Personnel investment and training

Probation Period: Six months.

Notice Period: One Month on completion of probationary period.

Hours: 40 hours per week.