



RECONNECT THEATRES– JOB DESCRIPTION

Venue Technician – Howden Park Centre & Reconnect Regal Theatre

PURPOSE OF THE ROLE

The Technician is a key member of the team. The post holder is responsible for operating and maintaining lighting, sound and AV including pre-rigging the auditorium to touring company and hirer's specifications. Additionally, the postholder will maintain all aspects of Reconnect Theatres technical operation and technical infrastructure in accordance with health and safety legislation and policy.

TERMS AND CONDITIONS

Hours: Full-time, 36 hours per week.

Salary: £23,287.68 to £27,031.68 (dependent on experience)

The postholder will be required to work flexibly including public holidays, evenings and weekends, to meet service demands. Opportunity for regular overtime depending on venue requirements.

Reports to: Head of Technical and Operations.

DBS Check: Recruitment to this post is subject to a satisfactory Disclosure Scotland (DBS) check.

Health and Safety: The postholder will be required to be aware of current Health and Safety Policy and to take responsibility for their own safety and the safety of others who may be affected by acts or omissions at work.

MAIN DUTIES AND RESPONSIBILITIES

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 Creative Director and the Board in consultation with the post holder.

- Promoting and adhering to health and safety legislation and guidance to ensure that staff, visitors and contractors are working safely.
- Carrying out risk assessments and ensuring that hirers and visiting companies undertake and adhere to risk assessments.
- Being responsible for the operation and maintenance of lighting, sound, audio visual and other technical equipment.
- Rigging, operating and controlling sound, lighting and projection equipment; acting as stage management and crew as required.
- Maintaining all technical equipment in safe and good working order and ensure venues electrical equipment is tested annually (PAT) and that it is inspected regularly.
- Liaising with programmed performers, companies, and agents on technical requirements for visiting productions.
- Providing technical support and advice to all users.
- Undertaking technical repairs and advising on technical procedures.
- Providing technical support and advice to hirers of the facility.
- Maintaining an inventory of equipment and related stock.
- Ensuring that all hirers comply with *Conditions of Let* with specific reference to technical requirements.
- Liaising and assisting Front of House staff to co-ordinate performance requirements.
- Providing general assistance with the preparation and setting up of facilities for events and performances.
- Delivering excellent customer service, resolving customer concerns and complaints if they arise.
- Promoting products and services to customers, potential customers and visitors.
- Undertaking building/venue repairs and maintenance as required.
- Working collaboratively with the FOH team to deliver excellent customer service to all our users no matter what side of the House.

PERSON SPECIFICATION

Essential Experience	Desirable Experience
<ul style="list-style-type: none"> • Have excellent face to face customer service skills and experience, preferably within a similar events & hospitality environment. • Experience of working effectively with amateur and professional performance companies. • Experience of technical management in venues. • Knowledge and experience of all aspects of technical theatre, including rigging, focusing lights & power. • Knowledge and experience of sound, including rigging, and operation of digital mixing desks. • Knowledge of statutory requirements such as health and safety, insurances, and inspections • Experience of working with Q-Lab (audio and visual). • Experience of preparing and working with risk assessments. • Experience of dealing with suppliers to source equipment using negotiation and communication skills. • Skills in Projection/AV/ Video. 	<ul style="list-style-type: none"> • Knowledge and experience of sound and lighting design. • Knowledge of DMX lighting control protocols. • Knowledge of networking protocol. • Ability in soldering, including to PCBs, connectors etc. • Previously worked with ETC family of LX desks. • Previously worked with Allen & Heath D-Live equipment. • Previously worked with Digico digital mixers.
<h3>Essential Skills and Abilities</h3>	
<ul style="list-style-type: none"> • Ability to organise and prioritise own workload. • Ability to work effectively under pressure and to deadlines. • Ability to work independently and as part of a team. • Able to work flexibly and with attention to detail. • Able to lead a team effectively when required. • Hold or willingness to obtain PASMA and IPAF (PAV) within the first year of employment. • Demonstrate good core organizational competencies. 	
<h3>Job Dimensions</h3>	

- Required to take possession of security keys to open and close the venues as required.
- The work can be physically demanding and includes working at heights and carrying heavy equipment.
- The role is to work 36 hours per week. These hours will vary according to the programmed requirements which will be made up of mainly unsocial hours (evenings and weekends) and may include working six days full or part days per week. Opportunity for regular overtime depending on venue requirements.
- Last minute changes are common in this role and so flexibility around work is required.

CONTEXT

Reconnect SCIO (now trading as Reconnect Theatres) was founded in 2018 and within six years has evolved into West Lothian's leading cultural provider. Managing the Reconnect Regal Theatre and Howden Park Centre, our team has grown to 16 permanent members and 50 freelance practitioners.

In 2023, we produced six in-house productions and hosted 300 events across the two venues.

Our activities span:

- Professional and community theatre, comedy and music productions
- Community Classes
- Hosting business/private functions.

Our values:

- We prioritise fostering safe artistic spaces, enriching lives through art, supporting our team, and contributing to the community's cultural legacy.
- Our commitment extends to training and empowering emerging artists and practitioners, reflecting our belief in the transformative power of the arts.

GUIDANCE NOTES FOR APPLICANTS

This document is intended to help you participate in the selection process as effectively as possible by providing you with all the information needed to demonstrate how you meet the requirements of the role. If you would like to have an informal chat about the role please contact Reconnect Theatres Head of Technical and Operations careers@reconnectcharity.com

HOW TO APPLY

Please submit an up-to- date CV and a Cover Letter to Reconnect Theatres' Head of Technical and Operations, careers@reconnectcharity.com

Closing date for applications: Friday 3rd May 2024 at 5pm.

Interview date: TBC