

# LIPA

THE LIVERPOOL INSTITUTE  
FOR PERFORMING ARTS

## Job Description

<b>Job Title</b>	<b>Theatre Technician</b>
<b>Salary Scale</b>	<b>LIPA Scale 4 - 6</b>
<b>Responsible To</b>	<b>Lead Theatre Technician</b>
<b>Responsible For</b>	<b>Supervising students, temporary /casual and event staff</b>
<b>Number in Post</b>	<b>1</b>
<b>Date Drafted</b>	<b>January 2023</b>

### **Job Purpose**

To provide technical support for LIPA shows, supervising students and supporting them in achieving their learning goals. The role also includes the maintenance, storage and distribution of theatre resources and ensuring that production areas are safe, secure and health and safety standards are maintained.

### **Major Tasks**

1. To provide technical support for rehearsals, productions, projects and events.
2. To maintain a safe and secure workplace, equipment and materials.
3. To supervise students working in the technical and production areas.
4. To support students in achieving their learning goals.
5. To act as Duty Technician during events and public performances.
6. To deputise, as and when required, for the Lead Theatre Technician.

### **Job Activities**

#### **Major Task 1 Provide Technical Support**

- 1.1 To provide technical support in the areas of lighting, rigging, flying, AV and project/stage management for rehearsals, productions, events and teaching sessions within LIPA or related to LIPA, where necessary.
- 1.2 To provide support for operation of technical equipment for rehearsals, performances and events.
- 1.3 To advise students on the correct use of equipment in line with teaching and, when necessary, to provide practical demonstrations.
- 1.4 To undertake practical work in relation to get-ins, fit-ups, strikes and get-outs, including the assembly of rigging and lifting equipment, lighting equipment, special effects and sound equipment.
- 1.5 As required, to undertake the design of lighting and special effects for specific LIPA productions and events.

<b>Major Task 2 Maintenance of a safe and secure workplace, equipment and materials</b>	
2.1	To ensure that the production and technical areas, including storage areas, are kept clean, tidy and secure in accordance with our health and safety regulations and the directions of line management.
2.2	To assist in maintaining a schedule of planned activities to ensure the production and technical areas are available in respect of each activity.
2.3	To maintain and assist in the upgrade of production facilities and technical areas as required.
2.4	To undertake regular and proper maintenance, inspection and, where appropriate, testing of production and teaching technical equipment in order to ensure that they are working correctly and safely and are available to meet the required standards.
2.5	To assist the workshops and wardrobe staff with the maintenance and inspection of electrical workshop and workroom equipment and facilities.
2.6	To ensure that production technical equipment is itemised and recorded in accordance with our stock control procedures.
2.7	To maintain records of materials and material usage following production department procedures.
2.8	To follow the procedures relating to the reservation, issue, loan and hire of our equipment.
2.9	To order materials, tools and other relevant equipment following procedures determined by the Lead Theatre Technician.
2.10	To ensure all equipment is kept “current” in collaboration with teaching staff, and that manufacturers updates are followed.
2.11	To ensure that local, national and our own Health and Safety regulations are implemented within area of responsibility.
2.12	To advise students and staff on appropriate health and safety issues and to ensure that any issues are recorded appropriately.
2.13	To use facilities and equipment and to carry out work activities in accordance with the information, instructions and training provided by LIPA and information supplied by equipment manufactures or suppliers.
2.14	To co-operate with the management of LIPA in meeting their health and safety obligations.
2.15	To ensure all specialist electrical equipment is correctly shut down at the completion of each working day.
2.16	To ensure that all potential hazards are made safe immediately.
2.17	To ensure that venues are left tidy and appropriately secured at the end of each working day.
<b>Major Task 3 Supervision of Students</b>	
3.1	To supervise students when they are working in production and technical areas and to ensure that they carry out their work in a safe manner in accordance with our procedures.
3.2	As required, to assess and test the competence of students/trainees in the workplace.
3.3	To ensure that all rigging work is installed safely and inspected before first use.

- 3.5 To ensure that all student electrical work is suitably inspected before use.
- 3.6 To ensure that all students provide appropriate and accurate plans and schedules before commencing work, including loading calculations.
- 3.6 To ensure schedules are followed as accurately as possible.
- 3.7 To ensure that Security are informed of students working outside of 'regular' hours and that such students are aware of their responsibilities.

**Major Task 4 Teaching Support**

- 4.1 To provide technical support and to prepare technical facilities for teaching sessions.
- 4.2 To carry out demonstrations and to assist teaching staff and students during teaching sessions.
- 4.3 Provide individual, or small group instruction on specialised LIPA equipment as required, under the guidance of teaching staff.
- 4.4 To provide guidance in order to support the students' individual learning experience in relation to the curriculum.
- 4.5 Provide feedback as required to teaching staff, regarding students' work.
- 4.6 Set up demonstrations for new equipment in collaboration with teaching staff as needed.
- 4.7 To participate, as required, in training programmes.

**Major Task 5 Duty Technician**

- 5.1 To provide a "point of contact" for any technical issues that may arise during a performance or event.
- 5.2 To perform any practicable repairs and adjustments as may be required to ensure the continuation of the performance or event within reason.
- 5.3 To ensure that the performance venue and associated backstage areas including dressing rooms and corridors are safe and tidy before hand-over to the Front of House Manager and admission of the public.
- 5.4 To ensure that any activities, during performances, identified as especially hazardous are suitably supervised.
- 5.5 To ensure that the performance venues and associated spaces, are made safe and when required, secured as soon as practicably possible after the completion of the performance or event.

**Major Task 6 Deputise For Lead Theatre Technician**

- 6.1 To provide a point of contact, in the absence of the Lead Theatre Technician, for inquiries relating to the production spaces and production equipment.
- 6.2 As required by line management, to attend any and such meetings with external companies.
- 6.3 As required by line management, to attend any and such meetings within LIPA.

- 6.4 As required by line management, to act as a Project Manager or Technical Manager.
- 6.5 To ensure that all persons employed, as casuals, for the technical support of events and performances are competent, and aware of LIPA procedures and policies.
- 6.6 To ensure that the hours of all persons employed as casuals, for events and performances, are managed and recorded and that appropriate documentation is provided on completion of the event.
- 6.7 To ensure that all LIPA policies relating to performances and the use of performance spaces are followed.

### **Notes:**

The particular duties and responsibilities attached to posts are, of necessity, somewhat difficult of detailed definition, and may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside this description will only be made after consultation with the object of reaching agreement with the person concerned and will be recorded on the individual's job description. If however after consultation, the person concerned is not in agreement with the proposed change, then they would be able to use the grievance procedure.

### **Location:**

The job is initially located on our main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within their competence, such jobs being in the present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

### **Hours**

Due to the nature of this role, it is expected that there will be peaks and troughs to the post holders' working hours. The contractual hours are annualised, based on an average of 37.5 hrs per week, including regular evening work, unsociable hours and occasional working after midnight. Additional hours, including work on a Saturday and Sunday, will be required during term time. Excess hours and hours worked on a Saturday are taken as time off in lieu (based on flat time) at times to suit operational needs (normally during institute holidays). Sunday and Bank Holiday working may be required from time to time and is subject to remuneration policies detailed in the Staff Handbook.

## Person Specification – Theatre Technician

		To be identified by:
<b>Education and Qualifications:</b>		
A relevant qualification	Essential	Application Form/ Qualification Certificates
A relevant qualification (City & Guilds NA7909)	Desirable	Application Form/ Qualification Certificates
<b>Experience:</b>		
A minimum of four years' professional experience as a performing arts technician	Essential	Application Form/Interview
Experience of portable electrical appliance testing	Essential	Application Form/Interview
Previous experience working within a student environment	Desirable	Application Form/Interview
Experience of routine maintenance inspection and testing of theatre technical equipment	Essential	Application Form/Interview
Experience of setting up sound and communications systems and equipment	Desirable	Application Form/Interview
Experience of rigging, adjusting and operation of theatrical lighting equipment, power distribution and control systems	Desirable	Application Form/Interview
Experience of production LX and chief LX roles	Desirable	Application Form/Interview
Experience of setting up, adjustment and operation of intelligent lighting equipment	Desirable	Application Form/Interview
Experience of setting up, adjustment and operation of theatrical rigging, motors and counterweight flying systems	Desirable	Application Form/Interview

Experience of setting up and rigging of scenery.	Desirable	Application Form/Interview
Experience of setting up stage decking systems.	Desirable	Application Form/Interview
Experience of media servers and audio and lighting control systems	Desirable	Application Form/Interview
Experience of installing, troubleshooting and operating video systems for live events	Desirable	Application Form/Interview

Knowledge of the theory and practice of theatrical rigging, motors and flying systems	Desirable	Application Form/Interview
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<b>Skills, Knowledge &amp; Ability:</b>		
Possession of interpersonal skills, with the ability to demonstrate to others in a clear and effective manner.	Essential	Application Form/Interview
Knowledge of health and safety regulation and practice relating to a producing theatre environment	Essential	Application Form/Interview
Ability to undertake maintenance, inspection and testing of theatre technical equipment	Essential	Application Form/Interview
Ability to organise stores and equipment	Essential	Application Form/Interview
Ability to work safely and confidently at heights	Essential	Application Form/Interview
Ability and willingness to work unsupervised and on own initiative	Essential	Application Form/Interview
Ability to work flexible and unsociable hours	Essential	Application Form/Interview
Knowledge of electrical theory and practice relating to theatre lighting	Desirable	Application Form/Interview
Knowledge of the setting-up, adjustment and operation communications systems	Desirable	Application Form/Interview

<b>Commitment:</b>		
To Equality and Diversity policies and practices	Essential	Interview
To the provision of a high level of service to LIPA's customers	Essential	Interview