



# Venue Technician

Job Description  
Person Specification

June 2019

**Wycombe Swan** is one of 12 venues within HQ Theatres & Hospitality's (HQT&H) current portfolio of regional theatres and concert halls. HQT&H currently manages 18 auditoria on behalf of local authorities, with capacities ranging from a 200 seat arts centre to a 2,400 seated/standing theatre. Last year HQT&H programmed a total of 2,354 shows which attracted attendances of over 1.5 million.

HQ Theatres & Hospitality (HQT&H), the UK's second-largest venue operator, is a division of Qdos Entertainment Ltd, one of the largest entertainment Groups in Europe.

**Wycombe Swan** is entering an exciting new stage in its development. The Swan has over a thousand seats and an aspirational plan to present the very best in touring musical theatre, drama and comedy. The Old Town Hall offers a flexible space for events and promotions in a variety of settings for up to 600 people. The Oak Room is a smaller, prestigious function room for up to 100 people. You will have the chance to work across all three venues on a range of exciting and challenging productions and events.

**Employment type:** Full Time

**Salary:** c. £21,000 p.a. dependent on experience, ability and potential .

**Hours:** 40 per week over 5 days out of 7, subject to variation to meet business requirements. Working hours will include evenings, weekends and Bank Holidays.

**Work location:** You will be based at Wycombe Swan and may be required to travel to and work at other HQT&H venues. Approved travel expenses will be reimbursed.

**Purpose of the role:** To facilitate technical requirements for all shows and events across the three sites, and to assist with the maintenance and upkeep of equipment and the building.

**Our ideal candidate:** We are looking to appoint a multi-skilled Technician to ensure a smooth running, efficient and safe working environment for all staff and visiting companies who can strive to offer the best possible service to all users of Wycombe Swan.

**For an informal discussion contact:** Tom Kingdon, Building and Technical Manager  
01494552879, [tkingdon@wycombeswan.co.uk](mailto:tkingdon@wycombeswan.co.uk)

**Closing date:** Monday 8<sup>th</sup> July 2019

**How to apply:** Send a copy of your CV and a covering letter to

Amy Allum Administration Manager

[admin@wycombeswan.co.uk](mailto:admin@wycombeswan.co.uk)

Tell us why you think you are suited to this role, why it interests you and how we'll benefit from having you on board!

## REPORTING

You will report directly to Buildings & Technical Manager.

The post you will line manage in this role is Casual Technicians.

## KEY ACCOUNTABILITIES

### Strategic

- With other members of the Technical Team, contribution as required to the achievement of the Swan's Business Plan and its relevant targets and objectives.
- Identify improvement projects and in conjunction with venue management discuss and carry out improvement works.

### Operations

- To ensure a safe and productive working environment is maintained and that all technical work is executed in compliance with the rules stipulated in the Local Authority Licence for Places of Entertainment, National Health and Safety at Work, ABTT Technical Standards for places of Entertainment and Orchard Theatre/HQ Theatres internal rules of work.
- To support and assist the Technical & Buildings Manager in achieving all required levels of performance and presentation in all areas of the theatre in order to maximise the efficiency and impact of the Technical Department in the successful operation of the Theatre.
- As part of the Technical Team to be responsible for assisting with the setting up of shows and events and to assist with various operational duties as instructed, including the operation of counterweight flying facilities, intelligent lighting fixtures and digital control systems.
- To assist with moving scenery and equipment during a production, working with lighting, sound and special effects as directed.
- To assist visiting production companies and performers with the get-in and get-out of all staging and electrical equipment as directed.
- The post holder will assist in the breakdown and get-out of all staging and equipment at the conclusion of performances and events.
- With the technical team, to work closely and promote good customer relations with all visiting producers and artists and in particular with amateur companies and high profile events.
- Carry out routine maintenance on the Swan's technical equipment and systems as directed by the Buildings & Technical Manager.
- To assist in the management of contractors as required.
- Carry out simple maintenance tasks including routine lamp rounds, Portable Appliance Testing and stock takes.

## Health & Safety

- Ensure the safety and comfort of customers and clients at all times whilst on the premises.
- To develop a good working knowledge of the building's facilities and services.
- To assist in protecting and safeguarding the buildings and their contents from possible theft, damage and abuse by carrying out assigned duties as directed and abiding by policies and procedures issued.
- To abide by relevant Health and Safety and Licensing requirements and to ensure all visiting performers, contractors and the general public also conform to these requirements.

## Recruitment, Training and Development

- The post holder agrees to undertake training and development as appropriate and to also keep apprised of developments and current practises within Technical Theatre.

## Other Responsibilities

- Any other duties as required from time to time, taking into consideration the grade of the post and capabilities of the employee.
- Dress in accordance with Company uniform policy and wear protective clothing where issued and instructed.
- Attend and, if required, note take meetings as required.

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

**PERSON SPECIFICATION**

In order to be considered for this post you will need to evidence and demonstrate:

**Experience**

- Experience of working as part of a team.
- Previous backstage or technical experience in either a professional, educational or performance environment.
- Previous experience working in a receiving environment.

**Skills**

- Able to take and act upon instructions within a given time frame and in a busy working environment.
- Able to use own initiative.
- Ability to work safely at height, using ladders and tallescope, and from lighting bridges.
- Proven ability to effectively work in a multi-tasking environment, including building maintenance and PAT testing.
- An understanding of theatre and entertainment protocols, such as DMX, Soundweb etc.
- Practical experience in equipment maintenance.
- Literacy, computer literacy and numeracy as appropriate to the requirements of the post.

**Knowledge**

- Knowledge and use of theatre lighting and sound systems, including rigging, focussing, plotting, problem solving and testing.
- Knowledge and use of counterweight flying systems.
- A working knowledge of technical theatre practices, including terminology and knots.

**Qualifications**

- A recognised qualification in technical theatre / theatre craft from an accredited institute.

**Attitude**

- Enthusiasm for the performing arts and entertainment
- Reliable, with a flexible and pro-active attitude
- A strong customer service focus and a genuine desire to deliver an excellent experience, every time.
- A 'can-do' attitude and a positive, flexible approach to the job role, work colleagues and peers.
- A presentable, professional and approachable manner which sets an example for others to follow.
- Willing to work flexible hours including evenings, weekends and Bank Holidays.
- A good sense of humour.

**Desirable**

- An understanding of security requirements in a technical environment.
- Experience of leading a team.
- Experience of working with young people
- IOSH or similar Health and Safety Qualification.