

**PLAY
TO THE
CROWD**

Arts & Education Charity
Winchester



Join the family

**Job Pack:
Theatre Technicians**



“The team at the theatre are organised, professional, and very welcoming. We felt at home.”



“I can't imagine our community without Theatre Royal Winchester, the extraordinary Hat Fair or Playmakers.”



Hello and welcome

We are delighted you are interested in coming to work with us at Play to the Crowd.

We are a fantastic arts and education charity based in Winchester, Hampshire, with a friendly, committed core team of about 25 people with a further 25 or so in the broader casual team as well as many volunteers.

People say they love working with us because they feel part of a family and everyone pulls together in a supportive environment to make wonderful, memorable experiences for our audiences and participants.

Contents

- About this role
- What you will do
- What you will bring
- Job details and how to apply
- About Us
- Our Vision and Values
- Our Personality

About this role

We're looking for two Theatre Technicians to join our team based at Theatre Royal Winchester.

- 1 Theatre Technician on a full time permanent contract: 36 hours a week (Part-time and job share applications will be considered for the right candidate(s)).
- 1 Theatre Technician on a part time permanent contract: 18 hours a week.

This salary is £23,409 - £25,208 (with opportunities for overtime), pro rata for the part time role.

The Theatre Technicians will work as part of a small resident technical team based at Theatre Royal Winchester providing excellent technical support for all the organisation's events, both in the theatre and beyond.

The Theatre Technicians will provide hands-on support to visiting companies working on Get-Ins, Get-Outs and performances to the highest standards of safety, quality and efficiency.

We're looking for people who are passionate about their work and will always strive for the highest standards. Enthusiasm and dedication is a must.

The role requires you to have knowledge of programming generic and intelligent lighting on an ETC lighting desk; be able to demonstrate a working knowledge of sound and AV setups; and have a knowledge of theatre practices and procedures to ensure a safe working environment.

The job requires regular heavy lifting (between 10kg and 30kg), climbing vertical ladders, moving weight at height.



What you will do

Technical Operations

- To plot, programme and operate lighting states for incoming shows.
- Operate and set up sound and AV equipment.
- Assist in the safe flying and operation of the counterweight system.
- Carry out stage management functions as necessary for events at the theatre and for other venues or projects.
- Cover technical and operating duties as the duty technician during shows in the absence of the Technical Manager.
- Contribute to and facilitate the smooth running of pre-rigs, load-ins, fit-ups, get-outs and shows, in line with health and safety legislation and the requirements of the visiting company.

Maintenance and Best Practice

- Ensure that the electrical installation within the venue is safe and that faults are dealt with promptly.
- Service, maintain and install electrical materials/equipment in line with IET Regulations.
- Liaise with outside contractors where appropriate, ensuring that all work is carried out to the highest possible standards and in line with Health & Safety requirements.
- Implement and comply with the company Health & Safety Policy, maintaining the safest possible environment for colleagues, visiting companies and customers.
- Ensure that only competent personnel are allowed to operate electrical equipment within the venue and that they adhere to the company Health & Safety Policy.
- Complete regular inspections of electrical equipment within the venue and carry out PAT testing in line with health and safety legislative requirements.

“Play to the Crowd offers glorious theatrical opportunities and experiences that enrich us all.”



What you will do

Administrative

- Attend regular meetings with venue management to liaise on health and safety issues and to discuss forthcoming show requirements.
- Produce accurate quotations for any work to be undertaken within the venue for submission to the venue management as needed.
- Plan pre-rigs and liaise with visiting companies on their lighting requirements.

General

- Champion the organisation's values and act as an advocate for the organisation with the public and key stakeholders.
- Adhere to organisational policies and procedures, and carry out all tasks to the highest standards in accordance with best practice.
- Actively support the organisation's action plans in respect of inclusion and equality.
- Participate in training, and other forms of staff and team development.
- Undertake such other tasks as are agreed with the Management of Play to the Crowd.
- Comply with the company's Health and Safety policy at all times.



What you will bring

Knowledge, experience and skills

Essential

- Able to programme lighting desks (ETC Ion), with knowledge of generic and LED fixtures
- Able to demonstrate a working knowledge of Sound and AV set-ups and operation
- Understanding and implementation of best practice in relation to Health and Safety
- Able to work flexible hours, including regular evenings, and weekends as required
- Able to work at heights
- Theatre equipment maintenance skills
- Strong communication skills
- Numeracy skills (GCSE or equivalent)
- Microsoft Office literate and basic administration skills
- Effective time management skills
- Personable and outgoing
- Organised and detail-oriented
- Resourceful and innovative

Desirable

- Previous work in a receiving venue
- Experience in counterweight flying
- Confident in executing simple lighting designs for music events and comedy
- PAT/EET qualification
- Electrical qualification
- IOSH/NEBOSH qualification
- First Aid qualification
- Tallescope qualification
- Passion for the arts
- Imaginative and creative
- Confidence in working with a diverse range of people
- Willingness to learn



Job details

Job title: Theatre Technician

Reports to: Technical Manager

Contract: 1x Permanent, full time, 1x Permanent, part time

Salary: Basic Salary £23,409 - £25,208 (with opportunities for overtime), pro rata for the part time role

Hours: 1x 36 hours a week, 1x 18 hours a week

Location: Theatre Royal Winchester, Winchester, Hampshire

Holiday: 25 days annual holiday plus bank holidays, increasing by 1 day a year up to 30 days plus bank holidays (pro-rata for part-time employees)

Benefits:

- Contributory pension
- Employee Assistance Programme
- 30 days holiday rising to 33 days (including Bank Holidays)
- Access to complimentary theatre tickets
- Free membership of Play to the Crowd
- Theatre Bar discounts
- Gym discounts

How to apply

Deadline for applications: Tue 2 April 2024 at 9am

Interview dates scheduled: Tue 9 April 2024 at Theatre Royal Winchester

Please download an application form from playtothecrowd.co.uk/jobs

Keen on this role but seen something you're not sure about? Don't rule yourself out, give us a call to talk it through. For an informal discussion about the role, please get in touch with Hannah Harrison, Technical Manager, on 01962 673755 or hannah@playtothecrowd.co.uk

Play to the Crowd is an equal opportunities employer and welcomes applications from people from the widest possible diversity of backgrounds, cultures and experiences.



About us

Play to the Crowd is an arts and education charity which consists of:

- **Theatre Royal Winchester**, our lovely 400 seat heritage theatre with a busy, diverse programme and our own annual pantomime production.
- **Hat Fair**, our famous International Outdoor Arts Festival.
- **Playmakers**, all our creative participatory work with and for young people and communities.

The charity also has a wholly owned trading subsidiary called – wait for it – Trade to the Crowd!

We are proud to connect with over 150,000 people each year and turnover approximately £2m a year of which over 90% is earned or fundraised income.

Our vision and values

We exist to **delight** and **unite**.

We do this by inspiring people to connect with and participate in live performance - indoors and out - by inviting them to escape from the ordinary and discover a lifelong love of the performing arts.

We believe in...

- Bringing people together in wonder
- The power and value of live performance
- Nurturing talent – providing Performing Arts education and creative skills development for all
- Improving lives through participation



Our personality

**PLAY
TO THE
CROWD**

Arts & Education Charity
Winchester

Friendly

Warm, relaxed, relationship-building, ready to have fun along the way.

Bold

Getting out there, getting involved, standing up for what's right.

Collabrative

Always open to working together, listening and acting respectfully.

incorporating

**THEATRE
ROYAL
WINCHESTER**

**HAT
FAIR**

PLAYMAKERS

Approachable

Expansive, amiable, inviting all-comers, the opposite of elitist

Cheeky

A little bit naughty yet always nice, full of life and gentle irreverence

Playful

A provider of fun and frolic, we believe in play.

Vibrant

Buzzing, alive, colourful; full of interest, excitement and enthusiasm

Expressive

Unselfconscious, creative, committed and always captivating

Curious

Our creativity will be invitational, intriguing and inquisitive

Sociable

Meeting people and making them happy, one-on-one or whole crowds

Intriguing

Mystery and excitement that draws people in, often new, always original

Open

Our practice will be transparent, accessible and shared.

“The team were so warm, friendly and first rate. They made the day so easy”



What are you waiting for?

Apply today!

playtothecrowd.co.uk



Supported by



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