The main responsibilities of the post are:

- To support the work of the technical team in all practical workshop tasks.
- To assist the design tutor in preparation of and during design classes.
- To assist & supervise students engaged in set building, prop making, costume making and costume amending. Supervise and support students in the design and making of costumes, props and sets.
- To manage the department costume store and be responsible for all costume related issues within the department including maintenance of costumes and costume accessories.
- To assist with the organisation, management and supervision of the department scenic and prop items.
- To act as the technical point of contact between practical courses such as Scenography, Puppetry and any outreach programmes. To supervise these courses while they are using the workshop spaces and other resources within the department.
- To maintain all workshops, store rooms and theatre spaces in a clean, organised and tidy condition.
- To attend production meetings & technical team meetings. Organise, in liaison with the Production Manager, design meetings with staff and students who require design advice about assessments, performances and events. Produce and present designs and sketches when necessary.
- To transport scenery, costumes, materials and props between the departments venues and workshops.
• To assist with the monitoring of department building and maintenance tasks such as reporting faults or requesting repairs.

• To maintain the departments photographic records and photographic displays.

• To act as responsible technician during performances, conferences and other events assisting other members of the technical team. This will involve some evening and weekend working.

• In conjunction with the department technical team undertake training and be responsible for implementing college and department health and safety policies and procedures.

• Any other duties as required by the line manager, that are commensurate with the grade. As the needs of the College change so the above job profile, duties and location of the role within the College will be adjusted accordingly.

June 2018