JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Production Technician</th>
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<tr>
<td>Department / Unit:</td>
<td>Drama, Theatre and Dance</td>
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<td>Grade:</td>
<td>RHUL 5</td>
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<td>Accountable to:</td>
<td>Head of Department</td>
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Purpose of the Post

To work as part of the technical team to support teaching and research in the Department.

Key Tasks

To support the work of the Production Manager and the Theatre Electrician in all aspects of stage production, including supervision of Workshop Two in the Katharine Worth Building.

To guide students through the practical elements of running a production – producing prompt books, cueing the show, overseeing the erection and dismantling of scenery and seating, etc.

To take charge of front-of-house tasks such as creating Eventbrite pages and guiding students in FOH roles and responsibilities. Maintaining FOH areas in a clean and tidy order including the bar area.

To act as lighting and sound technician, under supervision, assisting with rigging, focusing and plotting for student and professional productions. Basic lighting and sound practical skills are required for this.

To assist the Production Manager with the management, review and supervision of the Department of Drama, Theatre and Dance’s health and safety systems and procedures including manual handling risk assessments, general risk assessments and COSHH risk assessments.

To provide demonstration and learning support in stage-management and technical theatre when necessary.

To be responsible for the cleaning and management of the department’s dancefloors.

To manage a booking system for rehearsal rooms and, in conjunction with other colleagues, manage the loan and distribution of audio-visual equipment to staff and students when necessary.
In conjunction with colleagues act as duty technician for events and productions organised by the department.

To drive the department vehicle and be responsible for maintenance schedules and cleaning.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.