

## JOB DESCRIPTION

<b>Job Title:</b>	Production Technician
<b>Department / Unit:</b>	Drama, Theatre and Dance
<b>Grade:</b>	RHUL 5
<b>Accountable to:</b>	Production Manager
<b>Accountable for:</b>	Head of Department
<b>Purpose of the Post</b>	
As part of the technical team to support teaching and research in the Department.	
<b>Key Tasks</b>	
<ol style="list-style-type: none"> <li>1. To support the work of the Production Manager and the Theatre Electrician in all aspects of stage production, including supervision and maintenance of Workshop Two in the Katharine Worth Building.</li> <li>2. 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.</li> <li>3. 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.</li> <li>4. To act as lighting and sound technician, under supervision, assisting with rigging, focusing, and plotting and equipment maintenance in support of student and professional productions. Basic lighting and sound practical skills are required for this.</li> <li>5. To assist the Production Manager with the management, review and supervision of the Department's health and safety systems and procedures including manual handling risk assessments, general risk assessments and COSHH risk assessments.</li> <li>6. To provide demonstration and learning support in stage-management and technical theatre when necessary.</li> <li>7. To be responsible for the cleaning and management of the department's dance floors.</li> </ol>	

8. 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.

9. In conjunction with colleagues act as duty technician for events and productions organised by the department.

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

Any other duties as required by the Line Manager or Head of Department 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.