

JOB DESCRIPTION

Job Title:	Product Technician
Department / Unit:	Drama, Theatre and Dance
Job type	Part-Time, Permanent
Grade:	RHUL 5
Accountable to:	Production Manager
Purpose of the Post	
As part of the technical team to support teaching and research in the Department.	
Key Tasks	
<ol style="list-style-type: none"> 1. To support the work of the Production Manager, Multimedia Technician and Theatre Electrician in all aspects of stage production, including supervision and maintenance of Workshop Two in the Katharine Worth Building. 2. To guide and support researchers, staff and students through various software and technology used in the department to enable teaching and learning. 3. Support the work of the department Multimedia Technician creating social media content and on line portfolios. Maintain stocks of media and IT consumables. 4. 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. 5. 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. 6. 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. 7. 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. 	

8. To provide demonstration and learning support in stage-management and technical theatre when necessary.
9. To be responsible for the cleaning and management of the department's dance floors
10. 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.
11. In conjunction with colleagues act as duty technician for events and productions organised by the department.
12. 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.