# JOB DESCRIPTION

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Design Technician</th>
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<tbody>
<tr>
<td><strong>Department / Unit:</strong></td>
<td>Department of Drama, Theatre and Dance</td>
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<tr>
<td><strong>Job type:</strong></td>
<td>Term-Time, Fixed Term (Maternity Cover)</td>
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<td><strong>Grade:</strong></td>
<td>6</td>
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<tr>
<td><strong>Accountable to:</strong></td>
<td>Production Manager</td>
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<td><strong>Accountable for:</strong></td>
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## Purpose of the Post

To support the work of the department technical team in all practical tasks in classrooms, theatres and workshops.

## Key Tasks

- To support the work of the technical team in all practical workshop tasks.
- 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

### 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.

### Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with: Department, school & college colleagues; students within the college, external suppliers, external designers and technical staff.