

JOB DESCRIPTION

Job Title:	Production Technician / Assistant
Department / Unit:	Department of Drama, Theatre and Dance
Job type	Technical
Grade:	Grade 5
Accountable to:	The Production Manager
Accountable for:	N/A
Purpose of the Post	
As part the Department's resident Technical Team support teaching, research and performance within the Department.	
Key Tasks	
<ol style="list-style-type: none"> 1. To broadly support and assist the work of the Production Manager, Technical Team and Teaching staff in all aspects of research, teaching and performance. 2. To supervise the resource booking system for rehearsal spaces and, in conjunction with other colleagues, manage the loan and distribution of audio-visual equipment to staff and students when necessary. 3. To guide students through the practical elements of running a production – producing prompt books, cueing , overseeing the erection and dismantling of scenery and seating, . 4. To take charge of front-of-house tasks such as creating Eventbrite pages and guiding students in FOH roles and responsibilities. 	
<ol style="list-style-type: none"> 5. To assist (under supervision) with rigging, focusing and plotting tasks. Basic lighting and sound practical skills are preferred (though not essential). 	
<ol style="list-style-type: none"> 6. To assist with the organisation and review of health and safety systems and procedures including manual handling risk assessments, general risk assessments and COSHH risk assessments. 	
<ol style="list-style-type: none"> 7. To provide demonstration and learning support to staff and students when necessary. 	

8. To be responsible for the cleaning and maintenance of dance floors and the Department vehicle. The role holder is also responsible for maintaining the Department's workshops in a clean and orderly condition.
9. To regularly drive the Department vehicle to collect materials, props and equipment.

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 staff, students and visitors
- Website and social media stakeholders
- Web and IT departments and teams
- External suppliers.

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Production Technician

Department: Drama, Theatre & Dance

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Minimally Educated to A- Level	x		Application Form and Interview
BA Degree		x	Application Form and Interview
Skills and Abilities			
Stage management		x	Application Form and Interview
Ability to use workshop tools		x	Application Form and Interview
IT skills	x		Application Form and Interview
Experience			
Resource allocation experience		x	Application Form and Interview
Front of House experience		x	Application Form and Interview
Theatre lighting / sound / projection experience		x	Application Form and Interview
Health and Safety Experience		x	Application Form and Interview
Other requirements			
Demonstrable interest in HE		x	Application Form and Interview
Willing to undertake physical / practical tasks	x		Application Form and Interview
Willing to learn new skills	x		Application Form and Interview
Willing to work some anti-social hours	x		Application Form and Interview