

JOB DESCRIPTION

Job Title:	Theatre Electrician
Department / Unit:	Department of Theatre, Drama & Dance (DDTD)
Job type	Technician
Grade:	7
Accountable to:	Production Manager
Accountable for:	None
Purpose of the Post	
<p>The Theatre Electrician provides specialist technical support that facilitates students' practice work in the areas of theatrical lighting, sound, video, set and scenic realization. This include the supervision and maintenance of the department's infrastructure and technological equipment located in performance venues, workshops and rehearsal spaces.</p>	
Key Tasks	
<p>To work closely with the Production Manager to support the department's academic programs. Install operate, program and maintain to a high standard all associated theatrical technical equipment; to provide effective and efficient supervision of all technical operations ; to ensure continued compliance with all college health and safety policies and procedures together with all current relevant health and safety legislations associated with the department and wider theatre industry; to deputies for the Production Manager.</p>	
<ol style="list-style-type: none"> 1. To continually create, review, maintain, and update department H&S records and procedures including Risk Assessments; Portable Appliance Testing; The Lifting Operations & Lifting Equipment Regulations. BS7671:2018 (IEE Wiring Regulations). 2. To deputise for the Production Manager when implementing College's health and safety policies and procedures at department level with due reference to specialist operating processes relevant to creative industries. This will include writing and communicating health and safety instruction to staff and students, providing advisory support, monitoring student training progress. 3. To ensure continued delivery of a range of high quality training with specialists learning resources to enable students to engage with equipment and technology primarily to support their course work and potential employability – this requires communication between course tutors, course conveners, designers, Production Manager and HoD. 	

4. Supervision and practical completion of all physical tasks associated with technical theatre practices including: Technical and Dress rehearsals, rigging, focusing, plotting, get-ins & outs, fit ups and repair and maintenance.
5. Ensuring all technical equipment is correctly stored maintained, documented and used appropriately.
6. Take lead on specific projects which will include events and performances as well as physically undertaking installation of equipment and systems.
7. Producing diagrams and plans of proposed lighting, set and rigging installations. This could include CAD (VectorWorks, Autocad or similar). A working knowledge of the Microsoft suite.
8. Producing regular written and verbal reports relating to repair & maintenance schedules and equipment research around potential hires and purchases which are being considered by the department or school.
9. First line fault location and rectification on items of electrical equipment in the department's workshops and theatres. Installation, amendment and updates to technical theatre equipment such as audio and video patch bays, cue light systems, mechanical and electrical props etc.
10. In conjunction with the Production Manager & Production Technician take responsibility for monitoring and reporting of repairs and wider maintenance issues across the department's buildings.
11. Maintaining up-to-date skills and knowledge of current technological developments (and working practices) within the theatre industry.
12. To act as Duty Technician for all department events, get-ins, get-outs, performances, technical & dress rehearsals.
13. To be available, along with other members of the technical team, to supervise students in workshops and theatres; driving the department vehicle to deliver equipment across campus and the wider SE; to be available to regularly undertake weekend and evening working.
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 their 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: <ul style="list-style-type: none"> • Production Manager • Design Technician • Multi-Media Technician • Academic staff of DDTD • Administrative team of PDA • Estates & Maintenance • External contractors (e.g., LOLER inspectors, electrical testers) • Students within DDTD

PERSON SPECIFICATION

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

Job Title: Theatre Electrician

Department: Drama, Theatre & Dance (DDTD)

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Electrical qualification		Yes	App Form/Interview
Qualification in theatre	Yes		App Form/Interview
Significant theatre entertainment's electrics experience	Yes		App Form/Interview/ Test
Knowledge and Training in current H&S Regulations	Yes		App Form/Interview
Skills and Abilities			
Communicate technical, operational and creative concepts effectively to colleagues and students.	Yes		App Form/ Interview
ETC Eos family programming & operating (ETC Ion) Rigging (luminaires , audio & scenery)		Yes	App Form/ Interview
Ability to produce Informative procedural content as well as delivering practical demonstration of technology, equipment and systems.	Yes		App Form/ Interview
Ability to investigate, consider options and make informed decisions and recommendations about service operations, technical equipment and support for courses and specialist projects.	Yes		App Form/ Interview
Developed lighting, video & audio design, installation and operation skills.	Yes		App Form/ Interview
Experience			
Implementing health and safety risk assessment especially in a performative environment and has experience briefing, instructing and training others including writing operating procedures where necessary	Yes		App Form/Interview
Premises management in relation to specialist creative operating environments, protection of expensive assets, maintenance and some refurbishment works, etc.	Yes		App Form/Interview
Has experience of industry relevant repair & maintenance in a performative environment plus	Yes		App Form/Interview/ Test

fault finding and diagnoses as well as installation electronic theatrical equipment.			
Other Requirements			
Can act as the department specialist advisor on creative, technical matters especially in the planning of capital development projects.	Yes		App Form/Interview
A demonstrable interest in Higher Education	Yes		App Form/Interview
Attributing equal values to students creative aims, enquiries, and academic aspiration, whatever their perceived culture, sub culture, social back ground or ability.	Yes		App Form/Interview