

**JOB DESCRIPTION AND PERSON SPECIFICATION**

|   |  |
|---|--|
| <b>Job Title:</b>                                       | <b>Salary:</b> £37,532 - £45,865 pa                                      |
| Specialist Technician (T&L) Live Performance -<br>Stage | <b>Hours/FTE:</b> 35/1 FTE   |
| <b>Contract Length:</b>                                 | <b>Location:</b> Merton Hall Road / Wimbledon                            |
| Permanent   |  |
| <b>Grade:</b> 4   |  |
| <b>Accountable to:</b>                                  | <b>College/Service:</b> Technical Resources Camberwell Chelsea Wimbledon |
| Programme Studio Manager – Acting and<br>Performance    |  |

**Purpose of Role:**

To provide professional technical expertise, guidance and knowledge relating to stage management and stage craft for the Acting and Performance Programme at Wimbledon College of Arts, as a multi-skilled theatre technician with a specialism in technical stage management for live performance.

To contribute to the delivery of technical support within the wider technical team at Wimbledon College of Arts.

To support teaching, performance, research, and commercial activities throughout the Acting and Performance Programme spaces, which include the Theatre, the Enhanced Performance Spaces and the Teaching Studios.

To provide guidance and facilitation for all Theatre, Enhanced Performance Spaces and Performance Studios users within the delivery of the technical theatre services to support academic activities and meet course outcomes.

To provide support for student learning through informal and formal training and instruction in view of developing proficiency in relevant platforms, tools, and methods.

To contribute critical input to student concepts and expressive/creative intentions, including giving feedback to students, whilst contributing to formative assessments, with reference to appropriate learning outcomes of the course units.

•

•

**Duties and Responsibilities**

- Working alongside the Lead, Specialist and Support Technicians, to co-manage and contribute to production and pre-production activities for work in the Theatre, Enhanced Performance Spaces and Performance Studios (performances, academic and technical workshops, research and development, and events with external companies)
- To work with the Live Performance: Production Manager to create production schedules, to lead on technical rehearsals, and to supervise performances and technical rehearsals in the theatre as well as the Enhanced Performance Spaces and Performance Studios
- To contribute to the delivery of technical provision and specialist knowledge of theatre stage management, show calling, scenic elements set up, stage craft, rigging, counterweight flying, hemp flying and set construction; collaborating with technical team members and working to key priorities as identified with the Production Manager and Lead and Specialist Technicians, with scope for discretion to decide on the order and sequence of activities.

- To undertake the daily preparation of facilities and resources to ensure that they are supplied and maintained in safe and effective working order and that Health and Safety requirements, and risk assessments are complied with. Working at height will be required
- To assist with the preparation of learning materials, equipment and consumables for students and staff use at the start of each day and for the return and security of materials and equipment at the end of each day
- To provide assistance and advice to students within own levels of expertise, escalating queries and problems and higher-level requests to team members where relevant
- To provide support to students in self-directed and open access sessions where a more senior member of technical staff is available to deal with more demanding issues
- To assist in the planning, preparation, mounting and dismantling of students' productions, exhibitions, and other public events. To assist team members with the resolution of problems and obstacles with the delivery of resources and services where appropriate, employing systematic and methodical approaches to problem solving
- To provide technical assistance to students in accordance with service level standards, reporting student feedback and complaints to the Technical Manager
- To develop expertise with the use of standard equipment and practices, updating skills and knowledge with new equipment and practices, by learning from team members or attending training courses internally or externally, where deemed relevant to the curriculum
- To keep up to date with new and developing technologies and practice by carrying out simple investigations, sourcing information, reading electronic and hardcopy texts, and attending industry events
- To assist team members with the selection and introduction of new processes and developments, in response to the changing needs of the curriculum
- To carry out basic and routine maintenance procedures with guidance from more senior team members

- To perform routine housekeeping activities to keep all work areas in a safe, orderly and hygienic condition
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

**Key Working Relationships:** Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

Lead Specialist and Specialist Technicians, Studio Managers, Programme Directors, academic and technical staff.

Specific Management Responsibilities

**Budgets:** none

**Staff:** none

**Other** (e.g. accommodation; equipment):  
• equipment and immediate learning environment/ facility / area etc

(FL/ST FEB 2023)

## Person Specification Technical, Grade 4

### Qualifications/Knowledge and Experience

- Undergraduate degree in a relevant subject, or considerable relevant experience in a similar professional technical role
- Postgraduate degree in Performance/Design or associated discipline (desirable)
- Working knowledge of technical theatre processes, including working knowledge of theatre lighting and sound and in-depth knowledge Technical Stage Management techniques
- Proven experience in scenic rigging and set construction
- Experience of teaching and/or demonstrating techniques related to sound, lighting, and theatre stage craft
- Proven experience of delivering technical expertise to similar academic programme(s) or in professional theatre and broadcast
- A good working knowledge of Health & Safety and Risk Assessment Method Statement and its implementation

### Communication and Service Delivery

- Uses appropriate levels of IT skills to enable best use of available information and communications as necessary for the post, such as AutoCad, Vektorworks, Sketchup, MS Office/email, htranet, Collaborate, Panopto
- Ability to communicate effectively orally, in writing and/or using visual media. Able to explain complex technical concepts to a diverse audience in an inclusive and accessible way
- Ability to pass on accurate information promptly to the most appropriate people to keep them up to date and improve working practices
- Ability to co-ordinate own effort with that of others so the work is completed effectively in line with team objectives
- Ability to maintain accurate and up to date knowledge of services available in own and related areas of work, ensuring that the experience of each customer is positive and satisfactory
- Ability to contribute to the adaptation of services and systems to meet customers' needs and helps to identify ways of improving standards

### Managing Resources

- Experience of working as a member of a team, providing support, assistance and cover where needed
- Ability to create realistic plans to help effectively manage own workload and prioritisation of work to meet deadlines and achieve personal and team objectives
- Experience of inducting new staff, acting as a "buddy"/coach

|   |
|---|
| <b>Person Specification Technical, Grade 4</b>  |
| <b>Problem Solving</b>  |
| <ul style="list-style-type: none"><li>• Experience of solving standard, predictable problems in accordance with procedures and precedent.</li><li>• Experience of answering standard, predictable questions/queries from staff/students in accordance with procedures and precedent</li><li>• Ability to establish basic facts by carrying out appropriate enquiries, identifying and using a range of sources and types of data to produce full and accurate reports and or accounts of situations</li></ul> |
| <b>Work Environment and Care</b>  |
| <ul style="list-style-type: none"><li>• Ability to carry out routines which require mastery of a range of skills or physical techniques, which require considerable concentration</li><li>• Ability to undertake health and safety duties and responsibilities appropriate to the post</li><li>• Commits to the University's Equal Opportunities Policy together with an understanding of how it operates within the responsibilities of the post</li></ul>   |
| <b>Teaching and Learning Related Support</b>  |
| <ul style="list-style-type: none"><li>• Ability to provide basic and introductory information to those who are new to the area (e.g. as part of a student induction programme)</li></ul>  |