**Technical and Facilities Coordinator f/t £21,000 pa.**

**Responsible to: Board of Trustees or their appointee**

**Responding to the operational requirements of the Artistic Director**

Attends weekly team meeting

**Technical Services** to events, hires and workshops, to include:

* Set up and operation of Lighting and Sound for events as required. Oversight of visiting technicians.
* Operation of streaming and recording events with volunteer Head of Projection (JC).
* Provision of tech equipment and support for hires as required.
* Putting up of staging, wings, furniture, etc for events.
* Configuring the seating as required.
* Care and movement of the piano. Arrange for tuning as required.
* Organisation and training of a volunteer tech team with the Volunteer Coordinator.
* Responsible for the safe operation of all equipment in the building.
* Contract out such Technical Services that cannot be reasonably undertaken by you or volunteers. Subject to agreed budget.

**Maintenance and Records**

* Responsible for maintenance, servicing and safety certification of all technical equipment in the building.
* Maintain a register of all equipment used in CA. Ensure sufficient spares are kept.
* Draw up a replacement plan for updating equipment on a rolling basis for trustees.
* Contract out such maintenance and repair in the building that cannot be reasonably undertaken by volunteers. Subject to agreed budget.

**Health and Safety, Security**

* Be the designated Health and Safety officer for CA, liaising with the Volunteer Coordinator on Risk Assessment for hires and events.
* Ensure safety records such as COSHH are kept up to date.
* With the Volunteer coordinator ensure that Fire Evacuation and CA Health and Safety policies are communicated to and practised by staff and volunteers.
* Maintain key and security code records and CCTV system.

**Building Facilities Admin**

* Ensure all alarm, fire, gas, electrical and other equipment and systems are serviced, tested and certificated as required.
* Ensure Broadband, IT, Phones and copier are maintained fit for purpose.
* Ensure that waste management is carried out.
* Order all consumables as requested.

Working hours are a 37.5hr week, but require unsocial hours at evenings and weekends.

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| **Essential** | **Desirable** |
| **Qualification**  Drama School degree in Technical Theatre or equivalent | Basic certificate in electrical safety eg C+G |
| **Knowledge**  Lighting desk and sound desk operation and design  Safe rigging practices  Risk assessment routines  Health and Safety in Theatres | Vision mixing  Editing  IT and Broadband at work  Projection and AV equipment |
| **Experience**  At least two years as a lighting and/or sound technician in a professional theatre  Work in a variety of genres | Building management  Work in a venue requiring multiple change arounds in different spaces. |
| **Skills**  Ability to multitask  Excellent computer and IT skills  Good communication skills  Good at paperwork | Able to work with others as a team player and motivate others  Basic DIY  Working to a budget |
| **Disposition/Attitude**  A passion for the contribution of the arts to the community  Acceptance of flexible working and unsocial hours  Confident to make decisions and work on own initiative | A flexible approach to tasks and problems  Outgoing personality with a can-do approach |

**Person Specification.**

CW 08/21 v.3