



## **JOB DESCRIPTION**

<b>POST:</b>	<b>LIGHTING, SOUND &amp; STAGE TECHNICIAN</b>
<b>RESPONSIBLE TO:</b>	<b>TECHNICAL MANAGER</b>
<b>SALARY:</b>	C. £23,000
<b>RESPONSIBLE FOR:</b>	Freelance /casual lighting & sound technicians Plus work experience students.
<b>LOCATION:</b>	Jersey Opera House St. Helier, Jersey, Channel Islands
<b>PURPOSE OF JOB:</b>	To be responsible for the running and operation of The lighting, sound & stage functions of the Technical Department for all productions, events and activities. To manage and maintain the theatre's lighting, sound and counterweight flying system.

### **Key tasks**

- In conjunction with the Technical Manager to be responsible for the provision and operation of lighting, sound and stage equipment for all events and to deal with the appropriate administration.
- To run and participate with Get-ins, Fit-ups and Get-outs as required.
- In conjunction with the Technical Manager to be responsible for the organisation and running of the Technical Department ensuring that stock levels are adequate and that equipment is maintained to a safe and proper standard.
- To monitor budgets allocated to the technical department, ordering materials and services when required with prior agreement of the Technical Manager.
- To attend departmental meetings, staff meetings and other meetings as required
- To manage and supervise freelance, casual, student or volunteer staff as agreed with the Technical Manager.

- To liaise with visiting production managers, tour managers, sound & lighting designers and operators providing support services as necessary to ensure the smooth running of the event.
- To liaise with and meet the lighting and sound requirements of visiting companies, hirers and any other users.
- To be responsible for the management, monitoring and maintenance of emergency, stage and general lighting and of sound, infra red and induction loop systems inclusive of checking and log testing these systems.
- To undertake small maintenance tasks in the theatre building and offices as and when required.
- To assist with the safe removal and return of the auditorium seating.
- To liaise and co-operate with all other departments within Jersey Opera House.
- To ensure that all duties are carried out in compliance with Health & Safety, Fire regulations and the Statutory Provision of Health & Safety at Work Act.
- In conjunction with the Technical Manager to be responsible for ensuring compliance with all requirements of the Entertainments license and Fire Authorities relating to the Technical Department.
- To adhere to the Opera House's Equal Opportunities Policy undertaking such duties as may be required for implementation.
- To undertake ad hoc projects and tasks required in line with the overall development of the Company as advised by the Theatre Director.