

Chesham Town Council

JOB DESCRIPTION

POST TITLE:	Casual Technician Hourly rate £9.757 per hour
DEPARTMENT:	The Elgiva
PURPOSE OF JOB:	To provide technical support for the Elgiva's programme
RELATIONSHIPS:	Responsible to the Senior Theatre Technician. Working with other staff, hirers and artists.
PLACE OF WORK:	The Elgiva – to include weekend and evening working. May be required to work on events at other locations within the local area.

DUTIES AND RESPONSIBILITIES

1. Being a keyholder for the theatre (as Duty Technician)
2. To be responsible for the building and visiting companies (as Duty Technician)
3. To, at times, manage and oversee technical matters relating to hirers and touring artistes (as Duty Technician)
4. Preparation and screening of films (as Projectionist)
5. Preparation and operation of lighting and sound equipment to a professional touring level, as per artistes' technical riders (dependent on particular skill set/specialism)
6. To assist the technical department with its building maintenance responsibilities, including use of power tools
7. Working at height on a regular basis
8. Dealing with customers, clients, contractors, hirers, visiting production companies in person
9. To become familiar with the 'product' (shows, films, events) we are selling to the general public
10. Ensuring good housekeeping is maintained throughout all technical areas
11. To ensure compliance with all Health and Safety legislation
12. To work with hirers, customers, visiting production personnel and artistes to deliver the optimum level of quality for their production within the budget available
13. To be responsible for the building and visiting companies (as Duty Technician) from time to time.
14. Occasional cash handling
15. To comply with the theatre's financial regulations with specific reference to purchasing and petty cash as appropriate.
16. To adhere to the Town Council's equal opportunities policy.
17. Such other duties as may be commensurate with the grade.

Personal Specification

Good communicator, trustworthy, able to work unsociable hours, problem solving skills, uses their initiative, technically skilled, computer literate, works well under pressure, able to work to deadlines, keen interest in theatre/the arts/cinema, reliable and has a sense of humour.