



Chesham
TOWN COUNCIL

Job Title:	Technical Theatre Apprentice
Grade (SCP):	Apprenticeship
Hours per week	37 hours (inc. study time)
Responsible To:	Senior Theatre Technician
Last Reviewed:	15 June 2022

Job Purpose

To provide technical support for The Elgiva's programme.

This is an Apprenticeship training role where the successful applicant is expected to remain in post for the duration of the contract and complete the qualifications connected to the apprenticeship programme.

Principal Duties & Responsibilities:

To assist in ensuring the smooth technical running of the theatre's entertainment and arts programme

To provide technical support to incoming shows and companies.

The preparation and projection of films and maintenance and operation of film equipment

The operation and maintenance of technical stock control systems.

To assist with the organisation and management of lighting and sound design and their operation

Assist with the administration and reporting of accidents, incidents and maintenance issues as required

To assist with the technical department's administration processes.

To deal with hirers, customers, other staff members and artists as required.

To comply with the theatre's financial regulations with specific reference to purchasing and petty cash as appropriate.

Further:

The post holder is required to adhere to the Council's health and safety, data protection and equalities policies. The list of duties is not to be regarded as an exhaustive list and you should be aware of the need for absolute flexibility in the interest of the Council's customers.

Personal Specification:

Qualifications:

- GCSE Grade 4/C and above in Maths and English.
- Commitment to the Creative Venue Technical Apprenticeship qualification.

Knowledge

- Basic understanding of theatre lighting, sound, stage management and projection

Experience

- Working in a live performance venue
- Working with theatre lighting, sound and projection equipment
- Stage management for live performance
- Using office-based software applications

Skills

- Ability to manage your time and prioritise work
- Ability to use own initiative and problem solve
- Ability to be clear and concise, both orally and in writing
- Ability to use Microsoft Office products as well as other sound, lighting and projection applications.

Personal Attributes

- Demonstrates commitment, enthusiasm, and self-motivation
- Demonstrates a professional and friendly demeanour
- Works well under pressure
- Ability to work unsociable hours
- Ability to work at height