



51 High Street
Christchurch
Dorset
BH23 1AS

Job Title: Senior Technician

Responsible to: Technical Stage Manager (Line Manager)

Working Relationships: Staff and Volunteer team

Salary: £26,500 per year

We are looking for a confident, friendly, and practical In-House Senior Technician to work as part of a 2-person technical department. The venue has a programme of live music, theatre, and cinema 7 days a week so applicants should expect weekend working and some anti-social hours.

Responsibilities

- ❖ To be a registered key holder available for emergency call outs, and routine opening and closing lock up on a rota basis, as required.
- ❖ To be conversant with the Fire Regulations and the evacuation procedure at the Regent Centre, and the operation of the alarm panels.
- ❖ To hold a "First Aid at Work" certificate and to check and maintain all the First Aid Boxes and supplies.
- ❖ To be conversant with the Regent Centre Health and Safety policy and to ensure it is adhered to.
- ❖ Any other reasonable duties that may be required from time to time at the discretion of the Management, e.g.
- ❖ Ordering, receiving, unpacking, storage and stacking of stock
- ❖ Maintenance tasks
- ❖ Furniture removal
- ❖ Help Front of House during busy periods e.g. FOH assistants, Duty Manager
- ❖ Some occasional collection/delivery of Regent Centre equipment/business

Live Show Equipment

- ❖ Working alongside the Technical Stage Manager to ensure the Regent Centre has the requirements for its programme.
- ❖ Liaison with companies (amateur and professional) or their agents about technical requirements for shows at least one month in advance of their arrival.
- ❖ Entering the information on the venue management system.
- ❖ Advising on the necessity to hire in any equipment for shows, and to ensure that all necessary paperwork has been completed and is on file.
- ❖ To ensure that all equipment is available and (wherever possible) in situ ready for use during performances
- ❖ To follow, and update where necessary, performance sheets prior to shows in pursuance of the above.
- ❖ To ensure a performance report and or contra form is given to the admin team immediately following the final performance of a show.



Running Live Shows

- ❖ To work with Technical Stage Manager and on occasion leading hired staff, in managing the running of live performances.
To work on get in and get outs.
- ❖ To ensure appropriate staff cover for these periods and for each show.
- ❖ To oversee and work live shows.
- ❖ To liaise with Front of House staff as regarding any additional backstage requirements during shows.
- ❖ To act as the Duty Fire Officer for back stage areas.

Cinema Requirements

- ❖ Ensure that the cinema programme runs according to schedule.
- ❖ Creating weekly schedules for digital projection content. Testing and if necessary chasing content from distributors.
- ❖ Managing Cinema Projection Equipment, including but not limited to the projector itself, amps, theatre management system.
- ❖ Ensuring that films and trailers are ingested and deleted when necessary
- ❖ Ensuring that the delivery and transportation of films runs to schedule
- ❖ Routine maintenance is undertaken on the cinema system and it is recorded on the system.

Maintenance Duties

- ❖ To support maintenance of all Regent Centre equipment, ensuring:
- ❖ Stage equipment, office equipment, till and retail equipment. Including PAT Testing
- ❖ The adequate care, storage and security of all Regent Centre equipment and to undertake regular checks.



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PERSON SPECIFICATION

Essential:

- ❖ A minimum 5 years full time professional theatre experience.
- ❖ Proven lighting design skills.
- ❖ Good knowledge of theatre installations and technologies.
- ❖ Experience of programming, plotting and operation of ETC, EOS family consoles.
- ❖ Experience of rigging and patching lighting and sound systems.
- ❖ Experience of plotting and operation of analogue and digital sound desks.
- ❖ Knowledge of radio mics and live mixing.
- ❖ Practical experience of PAT testing as well as maintenance programmes of lighting, sound, AV and communications equipment and systems.
- ❖ ICT skills.
- ❖ A confident and friendly person with excellent communication skills.
- ❖ A person capable of leading a team and uphold the excellent reputation of the Regent Centre.

Desirable:

- ❖ Venue experience in a producing house.
- ❖ Experience of programming and operating a digital cinema system.
- ❖ A broad-based knowledge and practice of all technical areas of theatre.
- ❖ Working at height and rigging qualification.