

JOB DESCRIPTION

JOB TITLE:	Senior Technician
DIRECTORATE:	Leisure, Culture & Community Wellbeing
JOB EVALUATION NUMBER:	A12661
BAND:	6
RESPONSIBLE TO:	Deputy Premises Manager (Technical)
RESPONSIBLE FOR:	Stage crew
MAIN PURPOSE OF POST:	Responsible for delivering technical elements of events at the Winding Wheel Theatre and the Pomegranate Theatre (when it re-opens) and other Council buildings as required.

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	To be responsible for the delivery of technical elements of events and functions at the Venues, as directed, in accordance with the operational policies of the service and the requirements of delivering excellent customer care.
2.	To prepare lighting to meet the needs of visiting professional managements and local hirers, including safe rigging, focussing, plotting and operation of lighting in accordance with customer requirements; to prepare and operate sound and audio-visual systems for performances and events.
3.	To supervise and participate in the loading & unloading of trucks, construction and deconstruction of scenery and operation of stage lifting equipment.
4.	To lead a crew in the design and execution of scene changes, and to take an active part in these.
5.	To work as directed by the Deputy Premises Manager (Technical) in any area of the buildings, which may involve working at height.
6.	To leave equipment in a safe and secure condition at the end of each performance.
7.	To meet visiting companies on arrival; to appraise them of procedures in respect of get-ins, fit-ups and rehearsals and to assist in same. To manage the backstage areas during all production-related activities in the absence of the Deputy Premises Manager (Technical). To ensure relevant theatre license and health and safety procedures are complied with at all times, for both backstage staff and visiting companies. To liaise with front of house staff in matters relating to the details of performances and in general front of house matters where relevant.
8.	To operate the venues' cinema systems including, but not restricted to, arranging for the delivery and collection of digital content packages; ingesting digital content; creating play lists; showing films; participating in satellite test transmissions, showing satellite-delivered events; undertaking routine housekeeping and maintenance on the venue's

	cinema systems; liaising with studios and distributors to secure the delivery of trailers and publicity material; designing and producing digital content.
9.	To assist the Deputy Premises Manager (Technical) with the general housekeeping of all backstage areas and for maintaining security in those areas. To monitor and maintain all stage and technical equipment, reporting faults to the Deputy Premises Manager (Technical) . To assist with some maintenance duties including cleaning.
10.	To assist the Deputy Premises Manager (Technical) as required in the scheduling of all stage crew. To supervise and direct staff whilst on duty. To recruit and select staff when appropriate. To undertake staff development and performance management appraisals. To monitor and manage sickness absence for stage crew. To be responsible for the training of all staff where appropriate, including induction, and general operational standards. To co-ordinate on-site training for all staff as required. To lead and motivate staff. To ensure all stage crew and visiting technical staff adhere to all Council policies and procedures.
11.	To comply with all Health and Safety regulations back-stage including all risk assessments and Codes of Safe Working Practice. To be fully conversant with the Council's, and Service's Health and Safety Policy, and in respect of such be fully aware of the personal responsibilities thereto attached. To carry out Portable Appliance Testing and repairs in accordance with current guidelines on In-service Inspection and Testing of Electrical Equipment.
12.	Acting as building controller, key holder responsibilities which includes security of opening and unlocking building and evacuation of building in event of emergencies As per above when acting as controller supervise and attend to contractors, visitors, hirers and customers
13.	To work in conjunction with other Technical Staff and Caretakers, and the Duty Managers to achieve the objectives of the Arts and Venues Service.

GENERAL – To be aware of and implement the following:

Equalities

The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct

All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health and safety

To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

Staff Development

The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee

development procedure. You will be required to undertake any training required for the job role.

Data Protection

All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults

The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

Special features of post

Political Restriction	NO
Vetting Checks e.g. Disclosure and Barring Service (DBS)	NO
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES
You may be required to carry out those duties at your present workplace or at another council venue.	YES

Job description

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work of the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

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DIRECTORATE:	Leisure, Culture & Community Wellbeing
JOB EVALUATION NUMBER:	A12661
DATE:	25 th March 2025

KNOWLEDGE / SKILLS / ABILITIES

Essential

Essential knowledge, skills, and abilities	Assessment method
Previous technical theatre experience in a professional environment.	Application Form, qualification, interview
Ability to work on own initiative, or as part of team.	Interview
Lighting board / Sound desk operation.	Application Form, interview
Set construction and erection.	Application Form, interview
People management skills.	Interview
Ability to be involved in manual lifting work.	Application Form, interview
Ability to work well under pressure, dealing with confrontation and difficult situations.	Interview
Excellent IT skills.	Application form, qualification

Desirable

Desirable knowledge, skills, and abilities	Assessment method
Knowledge of digital cinema systems.	Application form; Interview
Knowledge of ETC Ion and Zero 88 FLX lighting controls.	Application form; Interview

Practical experience with hand tools.	Application form; Interview
Experience with audio visual equipment.	Application form; Interview
Experience of rigging and flying.	Application form; Interview

EXPERIENCE

Essential

Essential experience	Assessment method
Experience of working in professional theatre.	Application form; Interview
Experience of the operation, repair and maintenance of theatrical equipment.	Interview
Experience of managing a team of people.	Interview

Desirable

Desirable experience	Assessment method
Experience of technical work in conferencing and/or hospitality.	Application form; Interview

QUALIFICATIONS

Essential

Essential qualifications	Assessment method
(none)	Insert text

Desirable

Desirable qualifications	Assessment method
Tallescope / access equipment training	Application form

Pyrotechnics Training	Application form
Rigging training	Application form
City & Guilds 2377 or equivalent in portable appliance testing	Application form
Training in conducting and interpreting risk assessments	Application form
Training in manual handling and working at height	Application form

OTHER REQUIREMENTS

Essential

Essential qualifications	Assessment method
To display the council's values and behaviours when carrying out the job role	Application Form, Interview
To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview

COMPETENCY REQUIREMENT

Seeing the big picture

Level: 1

Assessed at: Interview

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.

For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.

Changing and improving

Level: 1

Assessed at: Interview

People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.

For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.

Making effective decisions

Level: 1

Assessed at: Interview

Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.

For leaders it's about reaching evidence-based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.

Leading and communicating

Level: 1

Assessed at: Interview

At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.

It's about championing difference and external experience and supporting principles of fairness of opportunity for all.

For leaders, it is about being visible, establishing a strong direction and persuasive future vision, managing and engaging with people in a straightforward, truthful, and candid way.

Collaborating and partnering

Level: 1

Assessed at: Interview

People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting, and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.

For leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable.

Developing self and others

Level: 1

Assessed at: Interview

Effectiveness in this area is having a strong focus on continuous learning for oneself, others, and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.

For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change.

Delivering value for money

Level: 1

Assessed at: Interview

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available.

Managing a quality service

Level: 1

Assessed at: Interview

Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.

For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost-effective delivery models for public services

Delivering at pace

Level: 1

Assessed at: Interview

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.

For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly.