

TECHNICAL SUPERVISOR JOB DESCRIPTION



THE GARAGE
NORWICH

SALARY	£20,500 pa
CONTRACT TYPE	Full time
HOURS & LOCATION	<p>40 hours per week, exact times to be agreed and will vary.</p> <p>The post will include regular evening and weekend work which should be factored into the 40 hour week; should this be exceeded, Time Off in Lieu will be given for any additional hours worked.</p> <p>The position is based at The Garage but will involve some travel across the region and working at partner sites.</p>
LEAVE	4 weeks per year + Bank Holidays.
PROBATIONARY PERIOD	6 months
REPORTING TO	General Manager
DESCRIPTION OF ROLE	<p>The Technical Supervisor will support The Garage's ambition by providing technical services for performance for The Garage and across events run by The Garage Trust. There will also be responsibility for maintenance duties as required. The ideal candidate will have a demonstrable knowledge of sound and lighting operation, implementation of safe working practices, general building maintenance and an interest in supporting young people to experience working in theatre.</p>
TO EXPRESS INTEREST	<p>Please email your completed application form and a supporting letter (no longer than one side of A4) detailing your interest in the position and how you feel you meet the specification to recruitment@thegarage.org.uk by 26th September at 10am. CVs will not be accepted.</p> <p>Interviews will be held Monday 30th September.</p> <p>Please note, this post will be subject to Enhanced Disclosure and Barring Service check.</p>

MAIN DUTIES

PRODUCTIONS AND EVENTS

- Provide technical operation in productions and events both internally and outside the venue
- Support touring productions to present to a high standard and make full use of available facilities.

HEALTH AND SAFETY

- Monitor technical safety procedures, and provide staff training where necessary
- Assist with maintenance of technical equipment
- Help create, understand and adhere to technical risk assessments for any significant risk in the workplace
- Ensure continuous monitoring of technical safety procedures and maintenance of all technical equipment requiring inspection and certification for licensing and insurance purposes.
- Ensure a safe working environment in technical areas and in other departments as requested

GENERAL DUTIES, BUILDING MAINTENANCE AND HOUSEKEEPING

- Assist with general building and systems maintenance for The Garage premises
- Assist with general housekeeping
- Assist with studio setup, particularly with regards to technical requirements
- Undertake practical maintenance tasks including painting, basic carpentry and plumbing, etc.
- Correctly open and close the building when required, including locking and unlocking, enabling and disabling the alarm systems
- Support other members of The Garage team in the effective and safe delivery of projects, events and performances
- Ensure that The Garage is clean and tidy at all times
- Staff the reception desk when needed
- Assist in keeping notice boards up to date
- Participate in CPD with the wider team at The Garage
- To work in accordance with all Garage policies including: Health & Safety; Data Protection; Child Protection and Equal Opportunities
- To serve as an ambassador for The Garage
- Undertake duties that relate to the smooth running of The Garage
- Other duties as agreed from time to time

PERSON SPECIFICATION

ATTRIBUTES

A commitment to The Garage aims, particularly developing best practice in safeguarding and work for, by and with young people from all backgrounds alongside a commitment to high quality artistic experiences

A commitment to developing the organisations people, resources and procedures to ensure optimal delivery of the organisations vision and mission

SKILLS

Essential:

- Technical theatre knowledge
- Awareness of current appropriate health and safety regulations
- Ability to work on own initiative and as part of a team
- Patience and diplomacy when working with a variety of client groups, particularly in relation to vulnerable users of the building
- Good ICT and organisational skills
- Good communication skills, demonstrating the ability to work effectively with a variety of people including staff, young people, visiting and resident professionals and the general public.
- Ability to work flexible hours, including evenings and weekends.
- Conscientious approach towards venue security, locking up and operation of the alarm systems

Desirable:

- Qualification in technical theatre crafts
- Skills in building maintenance
- Knowledge of and skills in the operation of modern lighting and sound control systems
- Experience of working with young people