

# Technician (Lighting)



## Applying for this post

To apply for this post please visit <https://www.birmingham-rep.co.uk/about-us/jobs-vacancies/> and complete the online application process.

Data from your diversity monitoring form will not be shared with the recruitment panel.

\*we accept other forms of submission including video and audio recordings.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact [RepTalent@birmingham-rep.co.uk](mailto:RepTalent@birmingham-rep.co.uk)

The deadline for receipt of **applications** is **Tuesday 2<sup>nd</sup> November at 12pm.**

If **shortlisted** for interview you will hear from us by **Thursday 4<sup>th</sup> November**

**Interviews** will be held at The REP **Thursday 11<sup>th</sup> November**

## Guidance

Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

In line with GDPR, your application will be retained securely for 6 months before being destroyed if you are unsuccessful.

Vacancies will generally close by the deadline, however, we reserve the right to close the vacancy early if we receive a high volume of suitable applicants. We therefore advise candidates to submit their applications as soon as possible if they wish to be considered for the role. Any applications made after the deadline will not be considered.

## Role Summary

The REP is an ambitious and exciting theatre which is now growing and re-building following the impact of COVID 19. There is much to celebrate and be excited about at The REP including our 50th anniversary as well as Birmingham's Commonwealth Games Cultural Festival in 2022, the Birmingham City re-generation, a redevelopment of our front of house areas, and reasserting our mission and values under a new executive team, Rachael Thomas Executive Director and Sean Foley, Artistic Director

The REP is now growing again and this role will be integral to shaping the rebuild of a slick and effective Production Department. Reporting to the Head of Department and Senior Technicians the Technician will provide technical services, install, operate and maintain staging & technical equipment (primarily lighting but not excluding stage, sound & video) for Birmingham REP productions, visiting companies and conferences as required.

The technicians provide technical services, install, operate and maintain technical equipment primarily in one of the theatre's Technical Departments: Lighting, Stage or Sound & Video.

This key role provides technical services for Birmingham REP productions, visiting companies and conferences.

The Technicians will at times be required to flexibly support across all disciplines to ensure that all technical, maintenance and operations are delivered efficiently and effectively.

This includes ensuring excellent customer service is consistently provided to staff, customers and visitors to The REP & UVB (Unique Venues Birmingham) events while ensuring the efficient technical management & running of REP events & productions. They will ensure that digital technology and sustainability are at the heart of every project.



### **Main duties and responsibilities**

The role main duties and responsibilities of the role are:

- Install, operate, programme and maintain technical equipment for Birmingham REP productions, visiting companies, conferences, hires and events as required including liaising with other departments as needed.
- Lead on specific tasks & projects as required by the Head of Department and Technical Manager.
- To help maintain and run performances, ensuring the productions maintain the highest standard of delivery.
- To work to design and installation deadlines as per production and technical schedules set by the Head of Department, Technical Manager and Production Manager.
- Maintain all technical equipment both on a day-to-day and formalised scheduled programme.
- Provide support for general building maintenance as agreed with the Technical Manager.
- Work with and support the Creative Learning team to create opportunities for access and learning throughout the organisation.
- To maintain a professional personal appearance whenever at work and especially when supporting conferences, hires and UVB events.
- To liaise with other departments regarding the successful delivery of BSL and relaxed performances.
- To carry out other duties or special projects as reasonably required by the Head of Department and Technical Manager.
- Liaise closely with other departments to ensure efficient and effective completion of tasks and working patterns
- Work flexibly across technical, maintenance and operations disciplines
- To ensure excellent customer service is maintained at all times.
- To attend Design, Production and Departmental as well as other relevant meetings as required.
- Keep pace with technical developments and undertake further training and development as part of a programme of personal development.
- Ensure that a high standard of housekeeping prevails in performing areas, storage areas, and the theatre's off site storage.
- To play an active role in implementing and monitoring practices of equality, diversity and inclusion in your team and across the organisation.



- Actively embrace and seek to embed digital solutions to presenting work and to developing work flows across the organisation.
- Ensure that sustainable methods of delivering on all output are considered, developed and implemented where practicable.
- To support and actively participate in the REP's apprenticeship schemes
- Deputise for the Senior Technician as required.
- Driving company vehicle.
- Any other duties as reasonably requested by the Technical Manager and Head of Department to ensure the smooth running of the Production departments.
- This role may require occasionally working away from Birmingham.
  
- Communication & Administration
  - Ensure detailed records are maintained for all equipment.
  - To ensure show files and any relevant records are archived.
  
- Health & Safety
  - Work closely with the Technical Manager and other Birmingham REP team members and consultants to: create and maintain a safe working environment, develop records of risk assessment, maintenance, and general record keeping; ensure method statements or safe systems of work are implemented, and ensure that appropriate training has been completed.
  - Actively participate in the Health and Safety Committee.
  - Be an on-duty First Aider.
  
- General Responsibilities
  - Adhere to and implement the guidelines, procedures and policies of the company as detailed in the staff policies (available from the staff intranet).
  - Play a role in the life of the company and work across departments to develop a positive and engaged organisational culture.
  - Be aware of, and comply with, rules and legislation pertaining to Health & Safety at work and abide by the procedures set out in the Health & Safety Policy.
  
  - Be aware of, and comply with, rules and legislation pertaining to data security, and GDPR, at work and abide by the procedures set out in the Data Protection Policy.



○ All staff are expected to demonstrate an understanding of, and adherence to, our safeguarding policy, including a duty to report any issues of concern.

### **Any other duties**

The duties and responsibilities set out should not be regarded as exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post.

The post-holder may also be called upon to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement for that to happen. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

### **Key relationships**

This role forms part of the Production team

You will be managed by your Head of Department and be responsible for managing the Casual technicians.

This structure may change from time to time based on business need but reflects the broad areas of responsibility and is indicative of the number of direct reports.

### **Internal**

- Members of the Senior Management team
- Technical Manager
- Heads of Department across the organisation
- Staff groups, forums and trade unions as required
- UVB Team

### **External**

- Providers, suppliers
- Freelance Production Staff
- Creative teams



### **You must have**

If you do not demonstrate that you meet all these criteria you may not be shortlisted.

- experience in a similar role.
- Experience of programming and operating ETC EOS Family consoles.
- Experience, knowledge and understanding of the theatrical technical industry and in particular technical products, equipment and systems.
- Excellent communication and organisational skills.
- Ability to be an integral part of a team but also to use initiative and work independently.
- Knowledge of current Health and Safety guidance and practice and practical implementation
- Desire to lead and motivate a team.
- Ability to work under pressure while managing time effectively and meeting deadlines.
- Ability to and experience of working at height.
- The ability to interpret lighting plans and technical drawings accurately.

### **It'd be great if you had**

If we need to choose between candidates who meet the essential criteria, we may take these factors into account.

- Full clean driving license and experience in driving vans
- Experienced in using a broad range of access equipment
- First aid certification
- Working at height certification
- Computer literate



## **Technician**

### **Period of work**

This is a permanent contract, subject to successful completion of a probationary period of three months.

### **Pay**

£9.50 per hour, subject to overtime over 39 hours and all other additional payments in line with the BECTU/UK Theatre agreement. You can read more about BECTU payments here: <https://members.bectu.org.uk/advice-resources/library/2586>

### **Hours**

39 hours per week

Some evening and weekend work will be required.

### **Holidays**

20 days per year plus public holidays/25 days, plus bank holidays

The holiday year runs from 1 September to 31 August each year.

### **Notice period**

The notice period will be 1 week per year's service up to 12 weeks

### **Location of work**

Your main place of work will be The REP in Birmingham, but you may be required to work permanently or temporarily at other locations locally.

You may be asked to work temporarily in other locations in the UK. Your role may involve some international travel.

### **Other benefits**

- Contributory staff pension, 5% employee and 3% employer



- Free-to-use employee assistance service
- Staff ticket discount
- Staff discount in The REP food and drink outlets (when available)
- We actively encourage all staff to see shows as we believe that being part of the REP product enhances everyone's experience as an employee and ambassador. To ensure everyone has a chance to attend shows, every staff member is invited to attend press night for all The REP's own productions along with further complimentary tickets where possible as well as competitive discounts throughout the year.

## There's no such thing as perfection...

At the REP we don't expect or look for the 'perfect candidate', instead we look for people who can positively contribute to our team. In return you will be given support, encouragement and all the right conditions to grow, succeed and be your best. We are committed to creating an inclusive workplace where difference is a strength and every unique voice and skill is recognised and valued.

For us, recruitment is more than a match against a job description, it's about feeling excited to come to work every day and being proud of who you work with and for. We believe The REP is for everyone, so however you identify, whatever your background, if you feel excited about this role then we urge you to please apply.

It's important to us that The REP reflects the communities we serve and therefore we particularly welcome applicants from the global majority and D/deaf & disabled communities as these groups are not as well represented as we want them to be. We want our REP to be culturally informed and accessible to all, so we encourage you to celebrate and share your own cultural experience and knowledge of our city proudly in your application.

## Diversity monitoring

Our ultimate aim is to have diversity of all kinds in every layer of the organisation and to help us keep track of our success we kindly ask you to complete an Equality and Diversity form alongside your application. Participation is voluntary but appreciated and your responses will be anonymous and not shared with the recruiting managers.

## Flexible working

We know flexibility is everything and we foster a working environment which is focused on outcomes. For this role you will be required to work specific hours and be present in the





**BIRMINGHAM  
REPERTORY  
THEATRE**

building to help with the running of performances. We actively encourage applications for job shares and will make every effort to accommodate these requests.

## Safeguarding

The REP is committed to safeguarding, and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

## Offers

Any job offer we make is subject to:

- Receipt of 2 satisfactory references
- Proof of eligibility to work in the UK
- Role appropriate background check