

# Senior Technician

## (Sound & AV)

### Applying for this post

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

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 9<sup>th</sup> November 2021** at **MIDDAY**

If **shortlisted** for interview you will hear from us by **Thursday 11<sup>th</sup> November 2021**

**Interviews** will be held at The REP on **Wednesday 17<sup>th</sup> November 2021**

### 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

#### Senior Technician – Sound & AV

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 50<sup>th</sup> 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, the Senior Technician will provide technical services, install, operate and maintain staging & technical equipment (primarily sound & video but not excluding stage and lighting) for Birmingham REP productions, visiting companies and conferences as required.

This role will work flexibly across disciplines to ensure that all technical, maintenance and operations are completed 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. Digital technology and sustainability will be at the forefront of your thinking and 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 sound and video equipment for Birmingham REP productions, visiting companies, conferences, hires and events as required.
- Lead on specific tasks & projects as required by the Head of Sound & AV and Technical Manager.
- To help maintain and run performances, ensuring the productions maintain the highest standard of delivery.
- To liaise with the creative teams at all key stages of the design and construction of each production.
- Liaise with other technical staff and our UVB team regarding the requirements for conferences, hires and visiting companies
- To work to design and installation deadlines as per production and technical schedules as set by the 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 act as an ambassador for the REP and maintain a high standard of appearance whenever at work but especially when supporting conferences, hires and UVB events.
  - To liaise with other departments regarding the successful delivery of audio-described, BSL performances and relaxed performances and efficient and effective completion of all tasks.
  - Work flexibly across technical, maintenance and operations disciplines
  - To ensure excellent customer service is maintained at all times.
  - To attend Design, Progress, Production and Departmental as well as other 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 Heads of Department as required.
  - Driving company vehicle when required to collect and deliver equipment
  - Working away from Birmingham at other locations as reasonably requested.
- Communication & Administration
    - Ensure detailed records are maintained for departmental equipment.
    - To ensure show files and any relevant records are archived in accordance with policy and legislative guidelines.
  - Finance
    - Comply with The Birmingham REP financial policies and procedures
  - Health & Safety

- Comply with and promote The Birmingham REP Health and Safety policy and procedures
  - Work closely with the colleagues and consultants to create and maintain a safe working environment including, maintaining risk related records, maintenance and general documentation.
  - Ensure method statements and safe systems of work are implemented and that appropriate training has been completed.
  - Actively participate in the Health and Safety Committee.
  - Be an on-duty First Aider.
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- 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 the Head of Sound.

You will be responsible for managing:

- Sound and Video Technicians
- Casual Sound and Video Technicians

This structure may change from time to time based on business needs 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

## **Person specification**

### **You must have**

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

- Suitable experience in a similar role
- Experience of operating digital sound desks
- QLab programming skills
- Extensive 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
- Ability and desire to lead, manage 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 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 and practical experience of using Word, Excel (or equivalent) and AutoCAD

## **Terms & Conditions**

### **Senior Technician (Sound)**

#### **Period of work**

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

#### **Pay**

£12.10 per hour (Officer 3).

#### **Hours**

42 hours per week on an annualised basis.

Some evening and weekend work will be required.

This contract attracts BECTU 'get-out' payments, missed breaks and meal allowances. You can read more about BECTU payments here:

<https://members.bectu.org.uk/advice-resources/library/2586>

#### **Holidays**

20 days per year plus public holidays, rising to 25 days with service plus bank holidays.

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

### **Notice period**

The notice period will be 1 month.

### **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

### **Non-contractual benefits**

- 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 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 checks