



<b>THE STAG SEVENOAKS</b>	
<b>Job description</b>	
<b>Position:</b>	<b>Casual Technician</b>
<b>Reports to:</b>	<b>Technical Manager</b>
	<b>Hourly paid position</b>

### 1. Purpose of the Job

To fulfil a variety of technical theatre roles backstage and FOH, provide technical support for visiting hirers and to make sure that the technical support The Stag provides to the diverse range of productions and events taking place throughout the year is of the highest standard.

### 2. Person specification

#### Required

- i) Excellent communication skills, able to work well as part of a team.
- ii) Confident disposition, calm under pressure with an aptitude for patience and detail.
- iii) Responsible person.
- iv) Personal flexibility in working supporting the needs of the business.
- v) Energy and enthusiasm for the aims of The Stag Sevenoaks.
- vi) Previous experience working in backstage role in a busy theatre environment.
- vii) Previous experience in Sound, Lighting, AV and Staging.

#### Desired

- i) Experience of working with ETC lighting control.
- ii) Experience of working with Allen & Heath sound equipment.
- iii) Working at height/IPAF/Pyrotechnic/First aid certification.

### 3. Specific Duties

- i) Be fully conversant with, and ensure compliance with, health and safety requirements for The Stag Sevenoaks in particular the safety of everyone backstage, in audience areas and the alarms and evacuation procedures.

- ii) Provide technical support to hirers of the theatre following all current Stag procedures.
- iii) Follow procedures for visitors and contractors to The Stag.
- iv) Assist to ensure the Stag Theatre and Stag Plaza are prepared, presentable and clean prior to hirer's arrival and that the space is tidied and equipment is left in a good working order at the end of the shift.
- v) Report any faults with equipment to the Technical Manager.
- vi) Assist to ensure all the backstage, technical areas and storage areas are kept safe, clean and tidy at all times following risk assessments and current procedures.
- vii) When required, carry out work to clean, repair and maintain Stag equipment.
- viii) Setup and operate various technical sound, lighting and AV equipment as required by the hirers.
- ix) Assist visiting technical staff in the setup and use of Stag equipment.
- x) Demonstrate flexibility to work unusual and/or unsocial hours on occasion and when required in meeting the needs of the business.
- xi) In times of holiday and sickness to provide cover for other members of staff
- xii) To carry out such duties as the Technical Manager and/or the Chief Executive may from time to time reasonably require.