

Thank you for your interest in the Electrics Technician – Sound Bias post at Watford Palace Theatre.

Please find a job description and some background information enclosed.

BACKGROUND

Watford Palace Theatre is a successful, inclusive and ambitious award winning professional theatre and local charity. We are a beautiful Edwardian 600-seat proscenium arch Theatre that celebrated its 110th year in 2018.

Our Mission: Great stories that entertain, provoke and inspire, on our stage and on our streets.

We are a midscale organisation and receive core revenue funding from the Arts Council England as one of their key National Portfolio Organisations within the ‘three counties’ region and strong partnership support with Watford Borough Council with whom we have a successful working relationship. We are a proud member of UK Theatre (MRSL2), and we have a progressive history as one of the most respected and ambitious regional theatres. We were one of the first pioneers of Theatre in Education / community engagement – a legacy which is continue with our current acclaimed Take Part programme.

We have a positive reputation for being a wonderful home for making ‘excellent’ Theatre with high production values and this ambition for excellence is supported by our skilled and respected production department, our scenic construction workshop, our costume department, the counterweight flying systems and well-resourced technical facilities. As well as producing inside the building, we also make productions and events in Watford (by ourselves and in co-production) which we take further afield. The theatre also produces its annual international outdoor festival programme *Imagine Watford*.

www.watfordpalacetheatre.co.uk

www.imaginewatford.co.uk



JOB DESCRIPTION

Post:	Electrics Technician - Sound Bias (Fixed Term)
Reporting to:	Head of Electrics
Line manages:	Casual / Freelance Electrics Staff

Main Purpose of the Post

Under the direction of the Head of Electrics, to facilitate the electrical (Sound, Lighting and AV) elements for each production as required by the Sound / Lighting / AV Designers and Director.

Terms of Employment

Contract:	19th August 2019 (flexible) till 31 st May 2020 with the option of an extension if mutually agreed
Salary:	Dependant on experience £19,500 – £22,000 per annum plus overtime.
Holiday:	21 days per annum pro rata (Our Holiday year runs from September 1 st – August 31 st)
Hours:	40 hours per week calculated and averaged out over each calendar month as per the 'in-house agreement'. Overtime paid for any hours worked over that.
Notice Period:	4 weeks
Probation Period:	2 months

Principal duties and responsibilities

For all in-house productions, co-productions, any subsequent tours and visiting productions as well as cinema:

- Under the direction of the Head of Electrics to liaise with the director & designer to understand the electrical requirements of each production and communicate those requirements to the Head of Electrics and other members of the technical team.
- To supply accurate costing to the Head of Electrics of Sound, Lighting, AV & other electrical equipment and staff to facilitate the requirements of each production.
- Under the direction of the Head of Electrics to achieve the requirements of the Sound / Lighting / AV designer and director as far as possible within the parameters of the production budget and Health and safety regulations.
- To be available for production meetings, rehearsals, technical rehearsals, get-ins, get-outs and performances as required.

- Under the direction of the Head of Electrics to encourage good work within the department to maintain high production values.
- To rig, operate and maintain Sound / Lighting / AV equipment.

Health & Safety

- To be familiar with current Health and Safety Regulations relevant to the industry, and to keep abreast of changes in such regulations.
- To notify the Head of Electrics of any Health & Safety issues which arise.
- To ensure that all work adheres to the in-house Health & Safety policy and with Health & Safety regulations generally.

General

- To assist the Head of Electrics in ensuring the habitual upkeep of production electrical equipment, including annual pat-testing and regular maintenance.
- To assist the Head of Electrics in order new equipment & consumable supplies as required, within the budgetary constraints agreed with the Head of Production / Technical Manager.
- To take an active role in the theatre's production team and the staff as a whole.
- Attend meetings when required by Head of Electrics.
- To promote good working practise within the Electrics Department and provide adequate supervision to maintain this.
- To supervise any freelance/casual Electrics staff.

Essential Personal Specification

- Experience of programming and operation of Qlab.
- Experience of programming digital sound desks (Yamaha o1v96, LS9 and DigiCo SD 10).
- Experience of Sound, Lighting and AV rigging, focusing and operation.
- Awareness of basics electrical principles and safety.
- Awareness of Health & Safety issues relevant to the role.
- Highly organised, with ability to prioritise and multi-task.
- Flexible, responsive and a team player.
- Good communication skills.
- Ability to remain calm whilst working under pressure.
- Ability to interpret and work from technical drawings.
- Ability to comfortably work at height.

Desirable Personal Specification

- Relevant technical theatre qualification.
- Previous experience of working with creative teams.
- Experience of programming ETC Gio console.
- Ability to use Vectorworks Spotlight.
- Basic IT skills (Microsoft Office)

To apply please send in a cover letter and a CV and completed Equal Opportunity form by **Midday on Monday 12th August 2019**

To:

General Manager
Watford Palace Theatre
20 Clarendon Road
Watford
WD17 1JZ

Email : admin@watfordpalacetheatre.co.uk

Interviews will take place w/c 12th August 2019

**Equal Opportunities Monitoring Form
Watford Palace Theatre**

The Watford Palace Theatre is committed to equal opportunities in all areas of its work and aims to ensure that everyone who applies to work for us receives fair treatment. To help us to achieve this aim, we would be grateful if you could help us to monitor our practice in the context of our Equal Opportunities Policy by answering the following questions.

Show/project:

1. Age
2. Gender: Male / Female/ Non-binary/Prefer not to say
If you prefer to use your own term, please specify here
3. Do you regard yourself as disabled? Yes/No
If you wish to do so, please indicate the nature of your disability:
4. What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick **one** appropriate box

- | | |
|-------------------------|--------------------------|
| Asian - British | <input type="checkbox"/> |
| Bangladeshi | <input type="checkbox"/> |
| Chinese | <input type="checkbox"/> |
| Indian | <input type="checkbox"/> |
| Pakistani | <input type="checkbox"/> |
| Asian - Other | <input type="checkbox"/> |
| Specify (if you wish) | |
| White - British | <input type="checkbox"/> |
| White - Other European | <input type="checkbox"/> |
| White - Other | <input type="checkbox"/> |
| Specify (if you wish) | |
| Black - African | <input type="checkbox"/> |
| Black - Caribbean | <input type="checkbox"/> |
| Black - Other | <input type="checkbox"/> |
| Specify (if you wish) | |
| Any other ethnic group: | <input type="checkbox"/> |
| Specify (if you wish) | |

I hereby give my consent for the Palace Theatre Watford Ltd processing the information provided in accordance with the purposes stated above.

Date:

Please return this form to:
Administration Department, Watford Palace Theatre, 20 Clarendon Road, Watford WD17 1JZ. Thank you.