

Job Specification

Job Title	Technician (Casual)
Location	Wyllyotts Theatre
Responsible to	Technical Manager, Assistant Technical Manager or Senior Technician
Responsible for	N/A

General Description

1. To assist with the set up and execution of live theatre performances at the Wyllyotts Theatre under the close supervision of the Technical Managers or the Senior Technician.
2. To assist with the maintenance and correct storage of the theatre's technical equipment under the close supervision of the Technical Managers or the Senior Technician

Specific Duties

1. To rig and de-rig staging or equipment as required for each performance under the close supervision of senior technical staff.
2. To operate a follow-spot for specific performances.
3. To ensure that the auditorium, stage and backstage areas are clean and tidy.

Personal Specification for the post of Casual Technician

Skills, knowledge and Experience

1. An enthusiasm and interest for work and learning in a theatre environment.
2. Physical fitness
3. Must to be able to demonstrate effective communication and listening skills.
4. An aptitude for working in a technical environment.

5. Reliability

Complexity and Creativity

1. You will be required to become familiar with a wide range of equipment.
2. You will be required to replace lamps, batteries and fuses.
3. You will be working on live performances and will therefore need to respond quickly and accurately to instructions.
4. You will have the opportunity to contribute ideas for the staging of shows.

Judgment and Decisions

1. An appreciation of the importance of Health and Safety is required.
2. During performances you may need to adjust your method of working in rapidly changing circumstances.

Contacts: Internal 90% External 10%

Method: The Casual Technician will be in face-to-face contact with the rest of the technical team, ushers and with visiting touring companies and clients.

Other factors affecting the post of Casual Technician

1. **Hours of Work:** As and when required, mostly evenings and weekends
2. **Grade:**
3. **Salary:**
4. **Holiday Entitlement:** Annual Leave entitlement is based on service and is as for full time employees (39 hours per week), working a five day week and **includes the 8 bank holidays at present legislated for each calendar year.**
All staff are required to allocate all bank holidays as part of their annual leave entitlement, but other days may become mandatory for operational reasons. Annual leave entitlement at present is:

On commencement with HL	29 days
After 1 year continuous service with HL	30 days
After 2 years continuous service with HL	31 days
After 3 years continuous service with HL	32 days
After 4 years continuous service with HL	33 days
After 5 years continuous service with HL	34 days
After 10 years continuous service with HL	36 days
After 15 years continuous service with HL	38 days
After 20 years continuous service with HL	39 days.
5. **Pensions choice:** Options are:
Workplace Pensions Reform requires Hertsmere Leisure to automatically enrol all employees who are aged between 22 and State Pension age, and earning above £10,000 a year into their Qualifying Workplace Pension Scheme. Hertsmere Leisure's Qualifying Workplace Pension Scheme is a Group Stakeholder Pension Scheme provided by Friends Life. Employees who qualify for automatic enrolment will be joined into the Scheme on completion of one month's service. Other staff may join voluntarily at any time.

Employees are required to contribute 1% of their Qualifying Earnings (earnings between £5,772 and £41,865 per annum) and Hertsmere Leisure will also contribute 1% of Qualifying Earnings on their behalf. Employees can elect to opt out of the Scheme at any time and if they do so within 30 days of joining, any contribution deducted from salary will be refunded. Further information regarding the Hertsmere Leisure Qualifying Workplace Pension Scheme will be forwarded to you within one month of joining service.
(ii) Full participation in the State Earnings Related Pension Scheme (SERPS).
(iii) The purchase of a personal pension.
6. **Location:** Wyllyotts Centre, Potters Bar
7. **The Rehabilitation of Offenders Act 1974:** This post is exempt from The Rehabilitation of Offenders Act 1974 therefore the post holder will be subject to a DBS check
8. **Other Duties:** The other duties shown are those currently operative, but the post holder may be required to undertake any other associated duties reasonable and compatible with his/her grading, competence and qualification
9. **Leisure Benefits:** Free use of leisure facilities is available to the post holder, subject to booking conditions. Please contact your Line Manager for details