

# Theatre Technician Job Specification

CHEQUER MEAD  
THEATRE



March 2023

Chequer Mead in East Grinstead hosts over 250 events per year both in the main auditorium and throughout the venue. The theatre offers a mixed programme of professional and community events and hosts many other events throughout the theatre. In addition, the theatre shows selected films and performances streamed live and hosts special cinema events.



Main Auditorium

We are currently looking to recruit a full-time Theatre Technician (40hrs) to assist in the smooth running of all technical aspects of the venue. The successful candidate will ideally have a specialism in lighting, but be multi-skilled across all areas of technical theatre. Working closely with the Technical and Buildings Manager, the Theatre Technician will assist and support incoming shows in the main house, run cinema screenings and assist with day-to-day running of the department and its equipment. In addition, the Theatre Technician is to assist with the venue's programme of maintenance and improvement plan across the theatre and building.

The successful candidate will also be required to occasionally support the setup of the venue's other facilities including our meeting and rehearsal spaces.



View from the Control Room

**Role responsible to:** Technical Manager

**Responsible for:** None.

**Status:** Full time contract – 40hrs per week. Subject to annualised hours. This will include regular evenings, weekends and occasional Bank Holidays and Sundays as required.

Employment is subject to a three month probationary period.

The notice period for this role is one month.

**Salary:** £22,000-£26,000 based upon age and experience



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Requirements	Essential	Desirable
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Good operating knowledge of sound consoles and associated equipment OR</li> <li>• Good operating knowledge of lighting consoles, fixtures and theatrical lighting installations</li> <li>• General understanding in at least two areas of technical theatre in addition to sound (lighting, sound, stage, AV flies and rigging)</li> <li>• Good working knowledge of health and safety and risk assessments within the entertainment industry</li> <li>• Good writing and communication skills both in person and via email and telephone</li> <li>• Above average computer skills</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Yamaha digital sound consoles (Specifically the Yamaha QL5)</li> <li>• Understanding of ETC EOS consoles (Specifically the ETC GIO)</li> <li>• Understanding of operation of lighting consoles and rigging of LX</li> <li>• Set and stage craft skills</li> <li>• Flying on hemp systems</li> <li>• Use of cinema and projection systems</li> <li>• Ability to provide informal training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in the live events industry or venue</li> <li>• Proven experience in mixing sound for a variety of shows and events OR Proven experience in using and operating lighting for a variety of shows and events</li> <li>• Experienced in using playback systems such as Qlab to a basic level if specialism is sound</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision of other technical staff</li> <li>• Experienced in using playback systems such as Qlab to an advanced level (if specialism is sound) or to a basic level (if specialism is lighting)</li> <li>• Experienced in all areas of technical theatre including lighting, stage, AV, flies and rigging as well as sound</li> <li>• Experience video editing with Adobe Premiere Pro or Final Cut Pro</li> <li>• Experience assisting in the performance of statutory building tests (fire alarm, emergency lighting and legionnaires etc)</li> </ul>



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<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to a minimum of GCSE or equivalent standard with a minimum of 5 GCSEs or equivalent</li> <li>• Evidence of continued professional development</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid At Work</li> <li>• Fire Marshall training</li> <li>• PAT Testing or electrical qualification</li> <li>• IPAF 3a</li> <li>• Understanding of health and safety at work</li> <li>• ABTT Bronze Certification or higher</li> </ul>
<b>Personal</b>	<ul style="list-style-type: none"> <li>• Organised with attention to detail</li> <li>• Ability to work as a team or independently</li> <li>• Ability to clearly lead a team</li> <li>• Problem solver</li> <li>• Ability to work under pressure</li> <li>• Ability to work at heights</li> <li>• Act as a key holder</li> </ul>	<ul style="list-style-type: none"> <li>• Great taste in music</li> </ul>

Please note that the role is not limited to this description and may vary according to the needs of the venue.

### Benefits

- Employee Assistance Programme (EAP)
- On-site Parking
- Staff discount on all food and soft drinks from The Apron
- Uniform (partial)

**For more information please contact Jordan Dootson**  
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