

JOB DESCRIPTION / ROLE PROFILE

Job Title: Production Technician (Apprentice)

Grade: G5

Directorate: Community

Division / Section: Culture / Harrow Arts Centre

Reports to: Production Manager

Date: July 2017

1. ROLE PURPOSE

To work as part of the Arts & Heritage Service Technical team, to provide technical support to all aspects of the event programme, including the presentation of film.

2. DIMENSIONS

Working to the Production Manager, undertake tasks in the preparation, presentation and delivery of performances and events as scheduled across Arts & Heritage venues. This includes rigging and operation of sound and lighting equipment, facilitating production 'get-ins' and 'get-outs' and liaising with visiting stage managers and touring companies to ensure the smooth and efficient operation of events.

3. CONTEXT

Harrow Arts Centre is a vibrant cultural centre frequented by hundreds of people each week.

Under the supervision of the Production Manager and Assistant Production Manager, the post holder will contribute to maintaining a reputation at Harrow Arts Centre for high quality technical skill and support for all visiting companies.

4 MAIN DUTIES / ACCOUNTABILITIES

A	Generic Duties/Accountabilities
1.	To ensure compliance with your responsibilities as laid out in the council's equal opportunity policy and take an active role in promoting and enabling equality of opportunity, promoting the diverse needs and aspirations of Harrow's community, ensuring equality and diversity is mainstreamed in all service/directorate activities
2.	To ensure compliance with your responsibilities as laid out in the council's health and safety policy and take an active role in promoting a positive health and safety culture.
3.	To promote and participate in the council's investors in people (IIP) and individual

	performance appraisal and development (IPAD) initiatives and information management best practice.
4.	To ensure compliance with the council's information security policies and maintain confidentiality.
	Service Specific Duties/ Accountabilities
5.	To assist with the rigging, operation and first line maintenance of lighting and sound equipment, both portable and permanent.
6.	Provide support for the technical and production needs of artists, companies and groups, and to ensure acceptable levels of public safety and customer care.
7.	Ensure compliance with all relevant licensing requirements, legislation and bye-laws in the use of Arts & Heritage premises, facilities and equipment and presentation of all events and activities as agreed and confirmed with the Production Manager.
8.	To undertake stage management duties as allocated, maintaining high standards of professional support for all companies, in all spaces across the service.
9.	To assist with technical support for the Visual Arts and in the preparation and presentation of exhibitions and events.
10.	To assist in the preparation and exhibition of films as programmed, ensuring all relevant equipment is properly used and maintained, and that all film is properly rewound and prepared for collection.
11.	To report faults to the Production Manager and carry out technical maintenance duties across the Arts & Heritage Service as directed by the Production Manager.
12.	To assist the front of house team with the evacuation of the venue in cases of an emergency during a performance.
13.	Undertake such other duties when required to ensure flexibility as may be reasonably required in the post.

5. SELECTION CRITERIA

Note for Candidate

The selection criteria specifies the knowledge, experience, skills, abilities, qualifications and training required to perform the duties of the post for which you are applying.

In your application you will need to explain how your knowledge, experience, skills, abilities gained in paid or unpaid work, study or training, meets each of the selection criteria marked 'A' below, including your awareness, understanding and commitment to equality and diversity in employment and service delivery. If you fail to do so, you will not be shortlisted.

Shortlisting will be on the basis of assessing the selection criteria marked 'A'

Ranking Order	Knowledge Indicator	Method of Assessment
1	a. In-depth knowledge of stage management, lighting and sound within theatres and outdoor spaces.	A/I
1	b. Knowledge of digital and analogue desks and wireless systems including IEM's and microphones	A/I
1	c. Understanding of theatrical rigging and staging techniques	A/I
1	d. Health and Safety at work regulations	A/I
1	e. Public entertainment licences	A/I
Ranking Order	Experience	Method of Assessment
1	f. Working in technical production within an arts environment	A/I
1	g. Rigging and operating sounds systems and theatre lighting	A/I
1	h. Working with a range of art forms	A/I
Ranking Order	Education, Qualifications and Training	Method of Assessment
1	i. Minimum of 2 GCSE's (English and Maths A-C) or equivalent	A/I
1	j. Training in Health and Safety at Work Act 1974 legislation as it relates to theatre practice	A/I
Ranking Order	Skills and Abilities	Method of Assessment
1	k. Good communication skills	A/I
1	l. Excellent team player	A/I
Ranking Order	Other Essential Factors	Method of Assessment
1	m. Ability to work frequent evenings, weekends and bank holidays	A/I
1	n. Ability to regularly lift and move loads safely – including sound and lighting equipment	A/I

Form Completed by:

Name: Kerry Blackburn

Designation: Arts Centre Manager

Signature: _____ **Date:** July 2017

Form Evaluated by:

Name: _____

Designation: _____

Signature: _____ **Date:** _____

