



## **JOB DESCRIPTION – SENIOR TECHNICIAN (TECHNICAL STAGE)**

### **BACKGROUND**

The Lyric Theatre is Northern Ireland's only full-time producing theatre.

Each year we produce 9 or 10 full-scale productions, 2 of which run concurrently at Christmas. We also receive visiting work from touring companies. We stage some 400 performances each year and are the largest employer of theatre practitioners in Northern Ireland. Our modern theatre opened in 2011 and consists of the 390-seat main stage and the 124-seat flexible Naughton Studio. In recent years the theatre won 10 Irish Theatre Awards, was voted NI's most welcoming theatre, staged co-productions with the Abbey Theatre, Soho Theatre and the Dublin Theatre Festival and toured across Ireland, New York, London and Glasgow.

There are two group companies. The parent company (Lyric Theatre NI) is a company limited by guarantee and a registered charity. Lyric Theatre NI is the owner and operator of the theatre and is the primary recipient of grant funding.

Lyric Players Theatre Productions Limited is a wholly owned subsidiary of Lyric Theatre NI and is responsible for producing professional theatre productions and the operation of food and beverage operations within the theatre. The successful café and bar are an important component of the business.

The combined turnover of the two companies is in excess of £2.5 million. The two companies employ in excess of 70 employees.

For more information on the Lyric Theatre visit [www.lyrictheatre.co.uk](http://www.lyrictheatre.co.uk).

### **PURPOSE OF THE POST**

The Senior Technician (Technical Stage) is a key member of the theatre team. The post holder will be responsible for all technical aspects of staging of Lyric productions and visiting company productions, including flying of scenery and maintenance of stage plant and mechanics. You will be a highly organised individual with a strong work ethic, an enthusiastic positive team player with the ability to work under pressure to tight deadlines.

The team currently includes a Head of Production and 3 Technicians.

## **JOB TITLE**

This title of this post is **Senior Technician (Technical Stage)**.

## **LOCATION**

The post is based at the administration offices at 55 Ridgeway Street, Belfast, BT9 5FB. The successful applicant may also be required to tour with shows and in such cases travel expenses will be covered.

## **PAY SCALE**

Annual Salary in the region of £25,145 - £27,145 per annum, based on 43 hours per week over 6 days.

## **CONTRACT**

The position is permanent and full-time. The notice period is 1 month.

## **PROBATIONARY PERIOD**

The appointment will commence with a probation period of nine months which may be terminated at a month's notice by either side during the period. During this time the organisation reserve the right to dismiss the employee for unsatisfactory performance without recourse to the disciplinary procedure.

## **ANNUAL LEAVE**

22.5 days discretionary plus bank/public holidays (currently 11 days), pro rata to the period of employment. There may be occasions when it is required to work on a public or bank holiday for which a day in lieu will be given.

## **WORKING WEEK**

The standard working week will be 43 hours over 6 days however due to the nature of this position a significant degree of flexibility is required from the post holder to meet the demands of the theatre's production schedule.

It is recognised that there may be circumstances where the amount of hours outside of a normal working week becomes excessive. In those circumstances time off in lieu may be granted at the discretion of the Head of Production. Evening and weekend work is an inherent part of this job. Time off in lieu will be granted for any work done on a statutory holiday.

## **REPORTING TO**

Head of Production

## **RESPONSIBLE FOR**

The post holder will be responsible for all technical aspects of staging of Lyric productions and visiting company productions, including flying of scenery and maintenance of stage plant and mechanics.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Productions**

- To assist in the planning and supervision all aspects of production activity
- To work closely in collaboration and partnership with the Lyric's production teams to deliver a professional standard of theatre production expected from the Lyric Theatre.
- To ensure that designers are fully aware of the restraints of budgets, staffing, licensing, health and safety requirements and the constraints of the Lyric
- To oversee all get-ins/get-outs, fit-up and strikes from the theatre whether by direct supervision or by the empowerment of a suitably qualified and competent team member and ensuring that all relevant health and safety regimes are implemented
- Maintenance of all rigging, masking & access equipment to an acceptable health & safety standard
- Planning and operation of rigging and flying systems
- To ensure that all venue technical specification/information sheets are accurate and up to date and all technical information for productions and events is communicated to all departments and external companies and parties
- To ensure adequate supplies of technical consumables and management of in-house consumables stock.
- To ensure the effective running of all technical facilities including the LX store, workshop, rehearsal room, stage etc.
- To work in conjunction with the Head of Production to co-ordinate any planned tours or transfers by the theatre
- To control and manage agreed budgets
- To ensure that all tools & technical equipment are properly stored and maintained for easy access and use by appropriate staff
- Liaising with visiting companies or producers to ensure that visits to the Lyric are supported in a professional manner, including the smooth get-in, running and get-out of shows and delivering a high standard of customer service
- To work with suppliers to ensure best value for money on production hire equipment
- Induction for casual and visiting production and technical staff to ensure compliance with Lyric Theatres Health and Safety policies and procedures

## **Management**

- To contribute to the day to day running of the organisation and serve its long-term interests as a senior member of the production department
- To line manage and direct full time and casual technical staff
- To develop the skills and improve the performance for technical and production staff
- To line manage and direct the technical team, to ensure all events and shows are adequately staffed, that all team members have adequate breaks and that where possible duties are shared and rotated in order to give all staff members the opportunity to develop new skills and techniques.

## **Building Management**

- To be responsible for the formulation & upkeep of all stage equipment records and inventories.
- To plan technical staff requirements and make any necessary appointments to meet the needs of the theatre programme and production schedules
- To undertake building maintenance and remedial repairs where possible
- To manage the ongoing planned preventive maintenance of the theatre including statutory tests of building systems.
- To act as an initial point of contact for remedial works within the theatre

## **Health & Safety**

- Leading on the continued development and delivery of a safe and healthy workplace including the development of safe and efficient systems of working;
- Keeping abreast of current developments in health and safety and ensuring compliance with the requirements of the Theatre's Health & Safety Policy;
- Complying with all relevant legislation;
- Ensuring the maintenance and safety of all working areas and implementing best practice across the department;

- To ensure the health and safety of the technical aspects of events and productions within the theatre are properly managed and documented (including contributing to the preparation of a show risk assessment)
- Keeping abreast of current health and safety legislation and approved codes of practice ensuring compatibility Lyric Theatre's Health & Safety Policy
- Ensuring the maintenance and safety of all working areas and implementing best practice across the department
- To comply with all relevant legislation including the promotion of a health and safety culture within the technical team

#### **Other**

- To observe the strictest confidentiality at all times;
- To comply with the theatre's policies and practices on health and safety, and equal opportunities; and
- To undertake other duties as may reasonably be required.

*This list is for guidance only and is not exhaustive. The post holder will also be required to carry out other reasonable duties as required by the Head of Production and Executive Producer.*

## **ESSENTIAL CRITERIA**

- Minimum of 3 years' **professional** experience in theatre production;
- Minimum of 3 years' **professional** experience with counterweight flying;
- Able to multi-task, work calmly under pressure and meet tight deadlines consistently;
- Knowledge and practical experience of the implementation of current health and safety legislation;
- Strong organisational and planning skills
- Fitness and stamina to fulfil the requirements of the post including the ability to work at height;

## **DESIRABLE CRITERIA**

- Experience of touring both medium scale & small scale and internationally;
- Familiarity with the Northern Irish and Irish theatre circuit;
- a First aid and health & safety qualification;
- Holds a valid driving license;

## **PERSONAL QUALITIES**

Successful applicants will be able to demonstrate the following qualities:

1. Detail orientated
2. Strong inter-personal skills, with excellent written and verbal communication skills.
3. An enthusiastic and flexible approach to work
4. The ability to plan and manage their own workload
5. A natural problem solver with the ability to multi-task
6. The ability to prioritise and plan their time effectively

## **HOW TO APPLY**

To apply please submit your CV along with a covering letter demonstrating how you meet the essential criteria and desirable criteria (if applicable), together with an Equality Monitoring form to [info@lyrictheatre.co.uk](mailto:info@lyrictheatre.co.uk) or The Monitoring Officer, Lyric Theatre, 55 Ridgeway Street, Belfast, BT9 5FB.

If you have any queries about the position, or require further information, please contact Micheál Meegan, Head of Finance & HR on 02890 385675.

## **CLOSING DATE**

The closing date for receipt of applications is **5pm, Monday 25<sup>th</sup> March 2019**.

## **SHORTLISTING**

Only those applicants who appear, from the information provided, to be the most suitable in terms of the selection criteria may be called for interview. It is the applicant's responsibility to demonstrate clearly in their CV and Cover Letter how they satisfy the published selection criteria. It is essential that applicants provide evidence of how they meet the selection criteria, giving examples and specifying exact dates as appropriate.

All applications for employment are considered strictly on the basis of merit.

Canvassing will disqualify. Late applications will not be considered.

## **INTERVIEWS**

It is proposed that interviews for this post will be held during the week commencing Monday 25<sup>th</sup> March 2019.

## **DISCLOSURE**

1. If you are successful after shortlisting, depending on whether you will be working with children and/or vulnerable adults, you will be required to undergo an ACCESS NI check.
2. If you are required to undergo an Access NI check, a copy of their Code of Practice will be made available to you.
3. You will also be required to disclose any unspent criminal convictions as defined by The Safeguarding Vulnerable Groups NI Order 2007 & The Rehabilitation of Offenders (NI) Order 1978.

The Lyric theatre has a policy on the Recruitment of Ex-Offenders which can also be made available to you.

4. Disclosure of a criminal record will not necessarily be a bar to obtaining the position within the Lyric theatre. You will, however, be asked to disclose if there is any reason why you cannot work in regulated activity with children or vulnerable adults.

**The Lyric Theatre is an Equal Opportunities Employer**