



worthing theatres and museum

Technician

Job Description and Information Pack



Worthing Theatres & Museum is a unique arts and heritage charity with a large portfolio of distinct venues: WTM Museum and Gallery (visitors 50K per annum), Connaught Theatre (520 seats), Connaught Studio (164 seats), Pavilion Theatre (750 seats), Pavilion Atrium (creative space with option for 200 seats) and Assembly Hall (950 seats), all positioned within the heart of the borough town of Worthing in West Sussex.

WTM offers an inspiring and supportive workplace that promotes unity and diversity providing an environment where differences and what we have in common are celebrated. We engage with responsible and respectful working practices and empower our team to shape and deliver WTM's key objectives with integrity. WTM opposes all forms of discrimination.



Worthing Theatres & Museum is an ambitious organisation that presents a vibrant, diverse and entertaining programme of performances (theatre, contemporary circus, dance, comedy, music, family theatre, talks), events, film, exhibitions and workshops. We manage a museum collection of national significance (costume, archaeology, fine art, toys), present an annual outdoor summer festival and collaborate with leading UK producing and touring companies. We engage with our local communities through a range of projects, partnerships and venue hires, using art and culture to create opportunities for the benefit of the wider community. WTM engaged with 400,000 people per year pre-pandemic.

Our annual turnover, before the pandemic, was approximately £5.8 million. WTM receives an annual service payment from Worthing Borough Council for the management and development of its cultural assets. Additional income is earned through ticket sales, fundraising and other revenue streams which include a contribution from our secondary trading activities, such as bars & kiosks (through our wholly owned trading subsidiary)



**Vision:**

Our Vision is a community in which everyone's lives are enriched through vibrant, exceptional arts and heritage.

Mission:

Our mission is to enable everyone to access arts and heritage by:

- Delivering a rich and diverse year-round programme of cultural activity
- Creating shared experiences that inspire, challenge, educate and entertain
- Reaching out into communities, providing accessible pathways to experience creativity
- Developing opportunities and partnerships with artists and companies
- Championing inclusion, supporting the creation and presentation of work that celebrates diversity
- Creating aspirational opportunities for young people within the cultural industries



Values:

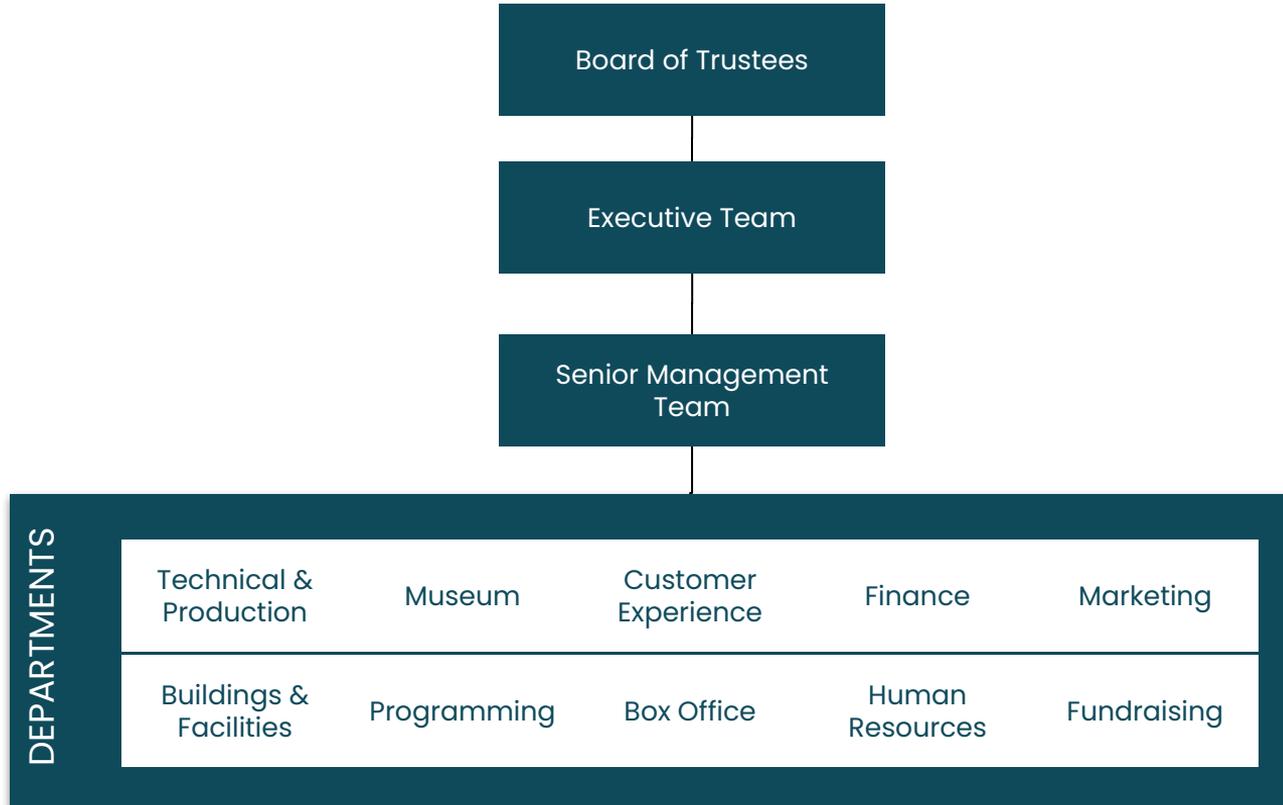
In everything we do we will:

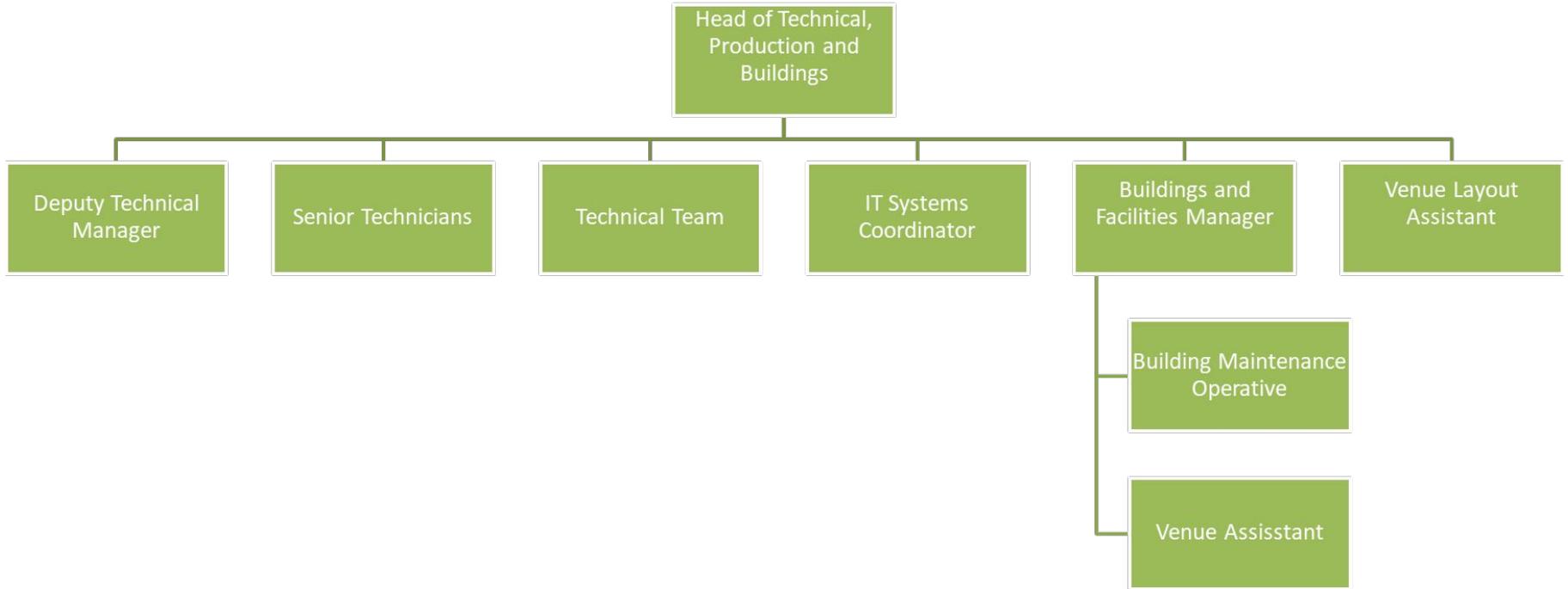
- Promote excellence
- Listen and respond to our community and the sector
- Commit to inclusivity across all aspects of the organisation
- Support and enhance the wellbeing of everyone we interact with
- Nurture a culture of collaboration, respect and integrity
- Take responsibility for our environmental impact

The charity has ambitious plans for the large portfolio of venues with three large scale capital projects over the next ten years, starting with a £4 million redevelopment of the museum, taking the building back to its original open plan architecture and enabling the display of 30% of the collections (currently just 5%).

This will be followed by the build of three additional cinema screens physically attached to the Connaught Theatre and lastly the redevelopment of the Pavilion Theatre to increase the wing space (which will allow large scale musicals) and add a balcony and raked seating giving every audience member a clear view of the stage.







WTM offers a range of benefits to its employees including:

- Workplace pension
- Occupational sick pay (after completion of probation period)
- Help with the cost of eye tests
- Help with the cost of flu jabs
- Life and Progress Employee Assistance Programme where employees can access various services including counselling and legal advice
- Wider Wallet discount and benefits platform
- Staff ticket offers on WTM shows, cinema and events

Life & Progress





Salary	£20,343 - £22,019 per annum (depending on experience)
Hours	Full time annualised, 1924 p.a. (based on an average of 37 hours per week, part-time may be considered). Shifts include regular evenings and weekends
Holiday	20 days per annum, plus 8 standard bank holidays per annum
Probation	6 months
Notice period	One month
Closing Date	30th September (WTM reserves the right to close the post earlier and you may be contacted prior to the advertised closing date for an interview (video interviews are possible))
Place of Work	All WTM Venues
Reports To	Head of Technical, Production and Buildings
Line Manager Responsibility	none

Principal purpose of job (role summary)

Worthing Theatres and Museum are looking for an experienced Theatre Technician to join the busy Technical team. This is a multi-discipline role and will require knowledge of all aspects of technical theatre and working in a theatre environment. They will work within the team to carry out all technical work at WTM venues and events to deliver the charity's diverse programme of including theatre, dance, contemporary circus, music, comedy, exhibitions, talks and more.

Main Duties, Tasks and Responsibilities

- Carry out technical operational work within WTM. This includes receiving, erecting, constructing, adjusting, maintaining and dismantling scenery, stage properties and equipment for all stages and auditoria.
- Operation of event/performance sound & lighting installations including get in, fit up, focus/plot, sound check, get out/strike in consultation with the producers and tour managers of the various events.
- Carry out maintenance as directed by the Head of Technical, Production and Buildings to ensure the safe and efficient operation of all lighting, sound, stage and flying equipment at all venues, including minor remedial works as required.
- Perform pre-production work in connection with the running and presentation of live productions, films, rehearsals, activities and events.
- Prepare for and run the technical aspects of venue hires, conferences and meetings
- Complete shifts as duty cinema technician as part of your shift rotation
- Monitor stock levels of materials and equipment parts highlighting any issues to management.
- Assist with the training and instruction of casual staff in the safe and efficient handling of all stage equipment and supervise their use when on shift with casuals.
- Set up/strike and work outdoor events for WTM as required .

General Duties of all WTM Staff

- Undertake all duties in accordance with WTM policies, in particular those relating to Customer Care and Equal Opportunities.
- Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
- Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or WTM policies.
- Promote the service and WTM positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Please note duties will be set out in this job description but please note that WTM reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Essential Experience, Skills and Knowledge

- Technical Theatre Qualification/Certificate
- Knowledge and experience of multi-discipline working in theatre and performance
- Experience of load-in's/get-in's, stage fit-up's, load-out's/get-out's
- Experience and up to date knowledge of Lighting, sound and audio visual equipment and its use in relation to live, recorded and playback techniques for live theatre, musical theatre & live music productions
- Experience and knowledge of rigging for theatre, musical theatre & live music productions
- Working knowledge of IT including A/V, Powerpoint presentations & specific theatre industry operating & design programs ie QLab
- Experience of working with meeting/event presentation equipment including computer software (such as Powerpoint)
- Confident in manual-handling/heavy lifting of theatre equipment, climbing ladders, working at height etc. and able to do so safely
- Ability to focus on tasks whilst in a busy and noisy environment
- Able to communicate effectively and positively with multiple stakeholders internally and externally and across a varied customer base
- Ability to work as part of a team
- Organised and professional with an understanding of requirements at a busy venue (including health and safety)
- Proactive approach to problem solving and attention to detail
- An understanding of equalities and how to apply this in the workplace thinking about both colleagues and customers.

Desirable Experience, Skills and Knowledge

- IPAF registration and certification
- HSE First Aider or equivalent qualification
- Electrical Installation qualification
- Rigging Certification
- Any other relevant H&S qualifications

Recruitment Process

To apply visit our website below and fill out an application form on our recruitment portal Staffsavvy.

<https://wtm.uk/jobs>

We will email all unsuccessful applicants who have not been shortlisted. Due to the volume of applications we cannot always provide feedback to candidates but will always endeavour to do so.

All appointments are made subject to satisfactory references and proof of eligibility to work in the UK

Equal Opportunities

Worthing Theatres & Museum is a registered charity and pursues a policy of equal opportunities. Worthing Theatres & Museum values diversity, promotes equality and challenges discrimination. We encourage and welcome applications from all backgrounds and all parts of the community.

All applications are judged on merit.

If you have any questions or require any support with the application process please get in touch with the HR team at hradmin@wtm.uk.

