

WTM

worthing theatres and museum



SENIOR TECHNICIAN JOB DESCRIPTION AND INFO PACK



WHO WE ARE



Worthing Theatres and Museum is a unique arts and heritage charity with a large portfolio of distinct venues; WTM Museum and Gallery (footfall 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.

WHAT WE DO

Worthing Theatres and 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 is approximately £5.8 million, pre-pandemic. WTM receives an annual service payment from Worthing Borough Council for management and development of its cultural assets. Additional income is earned through ticket sales fundraising and other revenue streams which include a significant contribution from our trading activities through our wholly owned trading subsidiary.



FUTURE PLANS

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.



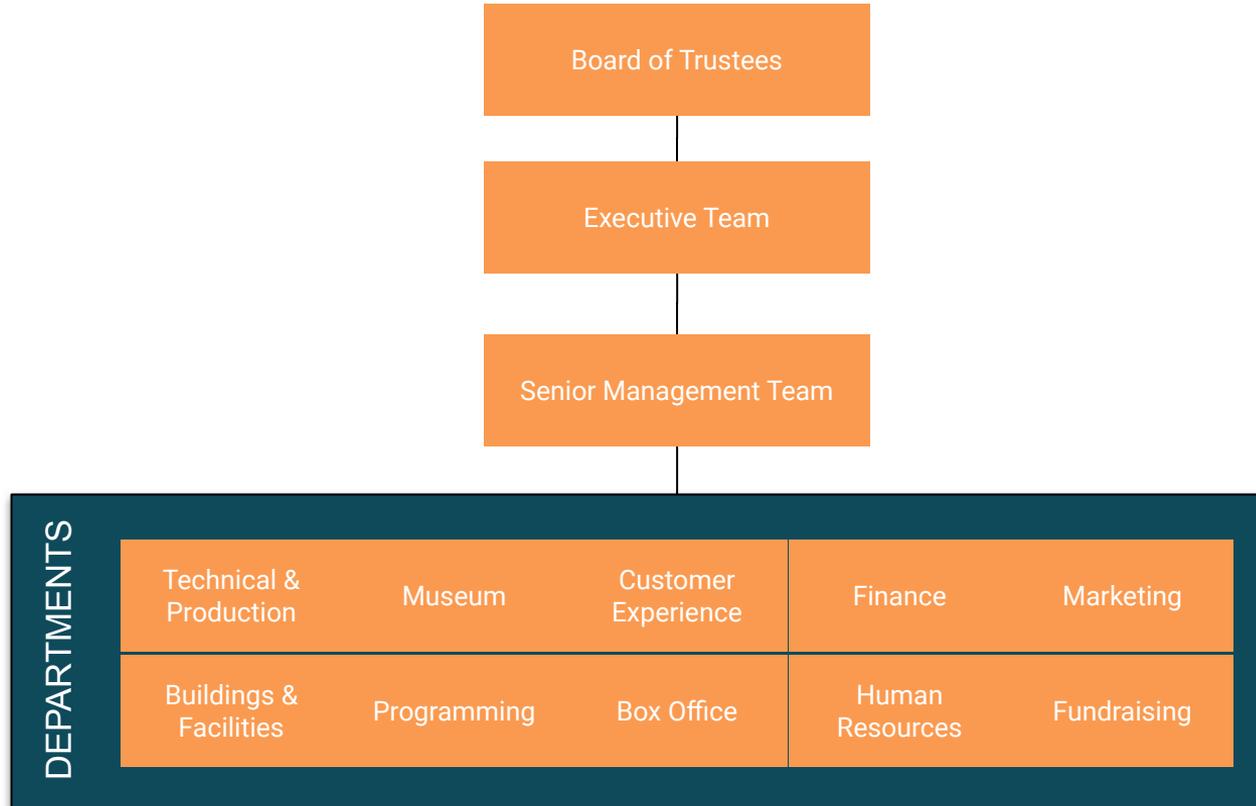
Image is from initial proposal for the Museum redevelopment.

OUR VISION, MISSION AND AIMS

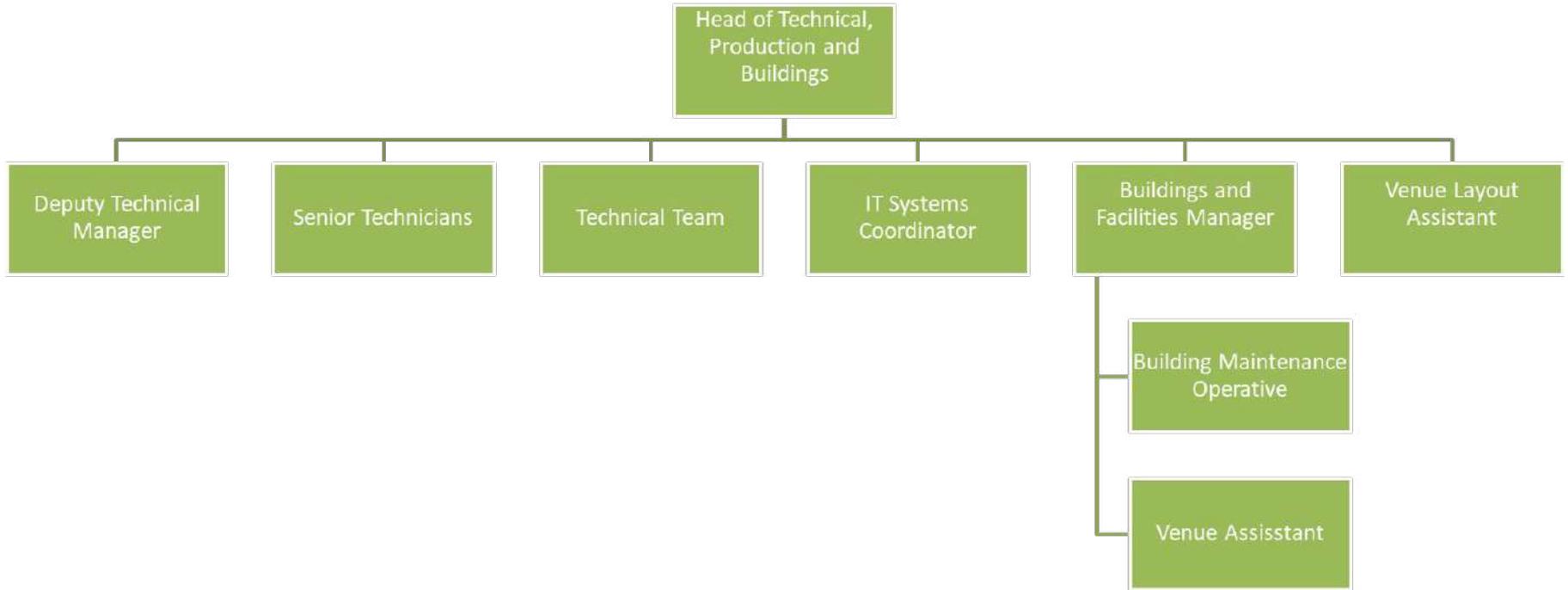
- Surprise and delight our audiences with visionary work of artistic excellence.
- Provide aspirational opportunities for young people ensuring the creative voices of the future.
- Cultivate creativity, supporting the next generation of artists.
- Champion inclusion, curating a diverse programme.
- Invest in our teams, making creative thinking the norm.
- Drive forward the development of Worthing's experience economy promoting positive place making and civic pride.
- Ensure financial success providing best value to the community, guaranteeing the longevity of the organisation.



OUR STRUCTURE



TEAM STRUCTURE & ROLE CONTEXT



STAFF BENEFITS



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



Key Information About Role



- Salary: £22,459 - £24,796 depending upon experience
- Hours: Full time, annualised (based on an average of 37 hours per week)
- Holiday: 20 days per annum, plus 8 standard bank holidays per annum
- Probation: 6 months
- Notice period: One month
- Closing Date: 20th May 2022
- Interview Date: 1st June 2022
- Place of Work: All WTM Venues
- Reports To: Head of Technical, Productions and Buildings
- Line Manager Responsibility For: none

Job Description

Principal purpose of job (role summary)

As part of the Technical team ensure the safe and efficient technical presentation of all live shows, films, live screenings, events and functions at Worthing Theatres & Museum (WTM) Venues.

Main duties, tasks and responsibilities of post holder

- Carry out and/or supervise (when required) all technical operational work within WTM's Theatres (and Museum as required). This includes receiving, erecting, constructing, adjusting, maintaining and dismantling of scenery, stage properties and equipment for all stages and auditoria. To include the safe and efficient storage, handling and operation of theatre pyrotechnics.
- Assist the Head of Technical, Production and Buildings with the maintenance and safe and efficient operation of all lighting, sound, stage and flying equipment at all venues, including cinema screens, projectors, sound and all other associated cinema equipment
- Report any damaged or faulty technical equipment in all venues, repairing and maintaining such equipment when able to do so.
- Operating and running live shows and events as required on a rota basis using our in house equipment or equipment brought into the venues by visiting companies or organisations.
- Advising or guiding touring companies and venue hirers as appropriate regarding venue lighting/sound and acoustics in advance and pre/during event.

Job Description (Continued)

- Assist and supervise (when required) all work in connection with the running and presentation of live productions, films, rehearsals, activities and events in all venues. This will include the unloading and reloading of vans, trucks and articulated lorries. Working to tight deadlines, this work inevitably involves antisocial hours, outdoor and indoor working, working at height and cramped environments.
- Assist the Head of Technical, Production and Buildings in a comprehensive program of maintenance for all stage, lighting, sound and cinema equipment at all venues. Ensure all stage and electrical equipment belonging to WTM or brought into the theatres by outside bodies for use in theatres is safe. Make recommendations regarding repair, replacement or improvement of theatre and cinema equipment to the Head of Technical, Production and Buildings.
- Carry out all minor remedial works required for the stages and auditoria of all the venues.
- Supervise all staff involved in all aspects of stage electrics and flying equipment in the absence of the Head of the Deputy Technical Manager. Train and instruct staff as required in the safe and efficient handling of all stage equipment.

Job Description (Continued)

- Assist in monitoring levels of stock, materials and equipment parts to ensure the efficient operation of all services. Highlighting to the Deputy Technical Manager any shortfalls.
- Liaise with hirers or touring companies regarding technical issues with shows and or events assisting with sound, lighting, sets and scenery. When required advising on setup and design of shows and events lighting and sound. Ensuring that everything possible is done to ensure events run smoothly and potential issues are addressed in advance.
- Assist with outdoor events as part of WTM's programme of events.

Job Description (Continued)

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 all duties in accordance with Worthing Theatres and Museum Policies, in particular those relating to Customer Care and Equal Opportunities.
- Promote Worthing Theatres and Museum positively at all times.
- To undertake any other duties as may reasonably be required by the Head of Technical, Production and Buildings.
- 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.*

PERSON CRITERIA – WHAT YOU BRING

Essential Knowledge and Experience

- Must have relevant experience in sound, lighting and stage equipment
- A good working knowledge of lighting and sound operations and use of equipment.
- Must have a proven track record of Lx desk programming on current industry standard equipment and show design.
- Self-motivating with the ability to plan a day's work for the post holder and other staff, prioritising urgent work.
- Able to work in different temperatures and conditions such as at height, small spaces, outdoors in different weather.
- An understanding of equalities and how to apply this in the workplace, thinking about both customers and colleagues.

Essential Skills

- Ability to communicate at all levels (in-person, via email and phone/video) with tact and diplomacy
- Ability to multitask
- Excellent computer skills, with an ability to use and understand lighting control systems and or sound desk operation.
- Ability to lift heavy loads and flight cases.
- Must be able to work under pressure.
- Good working knowledge of Microsoft Office Suite or Google Equivalent

PERSON CRITERIA – WHAT YOU BRING (Continued)

Desirable Knowledge and Experience

- Any of the following: IPAF registration and certification, current clean driving licence and electrical qualification.
- Some knowledge and experience of digital cinema technical requirements and processes

HOW TO APPLY

Recruitment Process

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

<https://wtm.uk/whoweare/workforus/>

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

