

# WTM

worthing theatres and museum



## 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%).

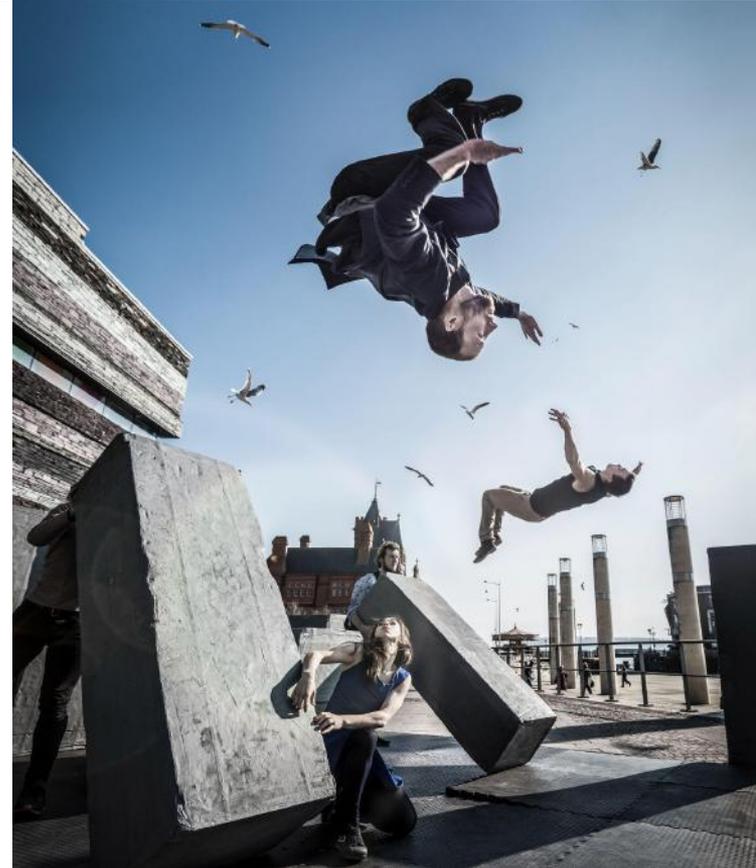
This will be followed by the build of three additional cinema screens physically attached to the Connaught Theatre and lastly the redevelopment of the Pavilion Theatre to increase the wing space (which will allow large scale musicals) and add a balcony and raked seating giving every audience member a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



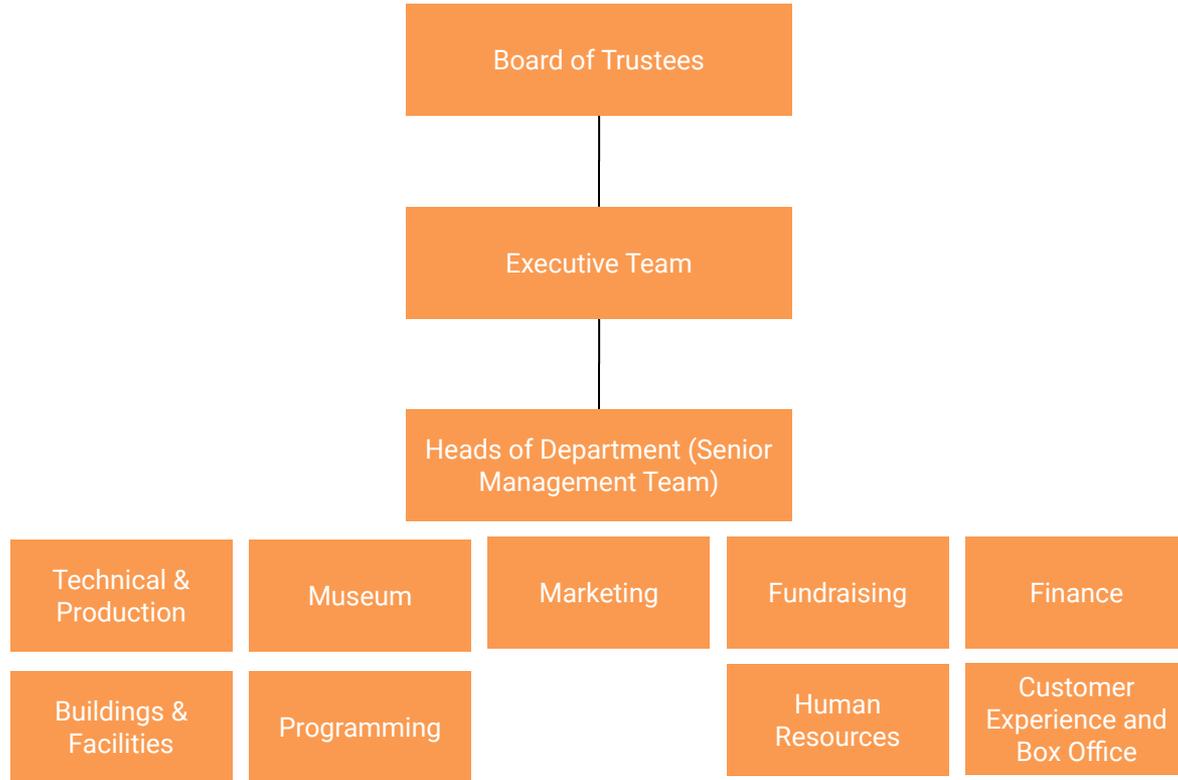
*Image is from initial proposal for the Museum redevelopment.*

# 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



# 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: £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)
- Holiday: 20 days per annum, plus the 8 standard bank holidays for England.
- Probation: 6 months
- Notice period: One month
- Closing Date: 18th May 2022
- Interview Date: 31st May/1st June 2022
- Place of Work: All WTM venues
- Reports To: Head of Technical, Production and Buildings
- Line Manager Responsibility For: none

# Job Description

## Principal purpose of job (role summary)

Worthing Theatres and Museum are looking for an experienced theatre technician to join the busy Technical team. They will work within the team to carry out all technical work within all WTM venues (as required by the Head of Technical, Production and Buildings) to deliver the charity's diverse programme of live events including theatre, dance, contemporary circus, music, comedy, exhibitions, talks and more.

## Main duties, tasks and responsibilities of post holder

- To 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.
- To 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.
- To perform work in connection with the running and presentation of live productions, films, rehearsals, activities or events at all venues.
- To carry out all minor remedial works required for the stages and auditoria of all the venues.
- To assist with the efficient 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.

# Job Description (Continued)

- To help ensure that adequate levels of stock materials, equipment parts are kept to assist the efficient operation of all services.
- To supervise all casual staff involved in all aspects of technical stage, audio, lighting and flying equipment.
- To assist training and instruction of casual staff in the safe and efficient handling of all stage equipment with particular emphasis on Health and Safety.
- To assist with outside promotional events for WTM.

# 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 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.*

# PERSON CRITERIA – WHAT YOU BRING

## Essential Experience and Knowledge

- Technical Theatre Qualification/Certificate
- GCSE Maths and English grade C or above (or equivalent qualification)
- Strong, proven knowledge and experience of up to date digital/analogue audio mixing platforms, sound reinforcement systems & system control
- Up to date knowledge of lighting systems & control, audio visual equipment and its use in relation to live, recorded and playback techniques
- Working knowledge of IT including A/V, Powerpoint presentations & specific theatre industry operating & design programs ie QLab
- Strong, proven experience of load-in's/get-in's, stage fit-up's, load-out's/get-out's
- Proven experience of mixing for live theatre, musical theatre & live music productions
- Experience of communicating effectively and positively with multiple stakeholders internally and externally and across a varied customer base
- Experience of health and safety requirements and risk assessments
- Highly organised and professional with proven experience of working to multiple timeframes
- Evidence of experience of working with Microsoft Word, Powerpoint & Excel or Google packages
- Proven experience of effective problem solving.
- An understanding of equalities and how to apply this in the workplace thinking about both colleagues and customers.

# PERSON CRITERIA – WHAT YOU BRING (Continued)

## Essential Skills

- Ability to work as part of a team.
- Be responsive and understanding of all requirements at a busy theatre.
- A proactive approach to problem solving
- Attention to detail
- Ability to work under own initiative and with responsibility for individual venues.
- 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
- The ability to act positively during changing and sometimes challenging circumstances
- A sympathetic approach to creative concepts and an ability to realise them in practical terms
- Ability to work flexible hours including evenings and weekends

## Desirable Knowledge, Experience and Skills

- BA (Hons) in Technical Theatre Arts
- IPAF registration and certification, current clean driving licence.
- HSE First Aider or equivalent qualification
- Electrical Installation qualification
- Rigging Certification/H&S qualification
- Knowledge and experience of professional touring theatre production and or touring/concert events

# 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](mailto:hradmin@wtm.uk)

