



## Technician Job Description

### Overview

Job title	Technician
Reports to	Head of Projects & Engagement
Working hours	40 hours/week (Working hours will vary depending on project and Company requirements)
Place of work	Based in Bishop's Stortford but some work on site will be required
Salary	£24,000 - £27,500 (dependent on experience)

### What do we do?

Lamp & Pencil bring creative and technical together.

Lamp & Pencil make the theatrical magic and wow moments for productions and live events worldwide. From wands for Harry Potter to 47,176 individual LEDs that bring the set of SIX to life, our work is a mix of creative interpretation, technical design, engineering, and manufacturing techniques. We sit between departments and must understand not only the technology but also the scenic, prop, costume, and other requirements. Our work spans all theatre types, from plays, musicals, opera, and ballet to community theatre as well as fashion, retail, music and events.

In addition to production work, we provide key services to venues such as the Royal Opera House, National Theatre and Royal Albert Hall. This includes supply, installation and maintenance of specialist equipment and systems. It involves extending and updating networking, servicing and repairing complex control systems, and even manufacturing replacement parts where items are out of production but irreplaceable with modern technology.

Lamp & Pencil have invested time and money into research and development to remain at the cutting edge of technology and innovation in our industry. Technical innovation is key to our success so investing in this is essential to our future. This investment aligns with our environmental aims: everything that we do has an impact on the environment, we are keen to minimise this impact and encourage others to take responsibility too. We are at the forefront of work to increase the sustainability of theatre and live events technology.

Our core aims are simple; to deliver the highest quality, on time and on budget.

### Working for us

Lamp & Pencil strive to create an open and friendly culture and we treat everyone with respect. Whatever your job role or skillset each person is a key part of our team and as important as each other. We value the fact that our team members have a wide breadth of complementary skills; each person brings something different.

### Where are we?

Our office and workshop are on the edge of Bishop's Stortford with easy access by rail (Cambridge/Stansted Airport-London Liverpool Street line), road (M11/A120) or air (London Stansted).

Our workshop facilities include assembly areas for work on tiny props and costume through to a 220m<sup>2</sup> area for working on large scenic pieces. There is dedicated space for assembly of printed circuit boards, electronics and 3D resin printing.

## Role summary

- Assembly & installation of practicals, set electrics and other items as required to deliver projects
- Provide technical advice to customers and users of products manufactured or distributed by the Company
- Maintenance of rental and workshop equipment
- Processing of sales & rental orders
- Stock keeping & processing

## Job specification

### Key accountabilities:

#### Assembly & installation of practicals, set electrics and other items as required to deliver projects

- Assemble practicals, set electrics and other items in accordance with instructions provided
- Provide feedback on issues arising and take part in project debriefs
- Assist in development of methods and identify areas needing improvement
- Build on existing skills to expand the range of assembly activities undertaken

#### Provide technical advice to customers and users of products manufactured or distributed by the Company

- Answer general enquiries by telephone, e-mail or other means
- Assist with providing first line support for products & projects

#### Maintenance of rental and workshop equipment

- Service and maintain rental & specific workshop equipment to high standards
- Ensure equipment is properly logged & stored
- Maintain records as required by good practice and statutory instruments

#### Stock keeping & processing of sales & rental items

- Assist with maintaining stock levels above minimum levels
- Reception, processing & allocation of incoming or returning stock
- Assist with warehouse duties such as preparing, packing and despatching orders as well as check in, maintenance and storage of returning items.

## Person specification

### Essential knowledge, skills and experience

#### Technical skills and experience

- Some knowledge and interest in theatre, music and corporate events
- An understanding of the technical aspects of events particularly set electrics, practicals and other bespoke items
- Basic understanding of lighting or electrical systems
- Able to build simple assemblies with instruction including soldering, fixing & other techniques
- Able to understand simple technical drawings
- Able to use Microsoft software packages

#### Job requirements

- Working hours may vary depending on project and Company requirements
- Awareness of relevant legislation and good working practices is essential
- A good eye for detail and quality are vital to ensure the delivery of service and product to the exceptionally high standards demanded

#### Future development

Please note that this job description reflects the current situation. It does not preclude change or development to suit the individual, role or Company in the future