**JOB DESCRIPTION**

**Job Title** Duty Technician

**Responsible to** Head of Technical and Facilities

**Responsible for** Casual Technicians (when appropriate)

**Salary**  £26,000 per annum

**About Wilton’s**:

Wilton's Music Hall presents extraordinary theatre and music in the oldest Grand Music Hall in the world. Wilton's welcomes world-class artistic talent to the East End all year-round. We carefully produce and program productions for our unique building.

Welcoming world-class artistic talent to the East End, in in 2023 Wilton’s staged 294 performances of 45 productions, carefully selected for our magical building and seen by 65,000 people. Named the 5th most iconic building in London by Time Out, the unique spirit of Wilton's has captured the imagination of artists and the public alike for over 160 years.

**MAIN PURPOSE OF POSITION**

The Duty Technician will assist the Head of Technical and Facilities and Deputy Technical Manager to ensure the effective technical operation of all the spaces within the venue. The Duty Technician will help with the day-to-day running of the Hall and act as duty technician for the venue.

**DUTIES AND RESPONSIBILITIES**

**Technical**

* Acting as a Duty Technician for the venue including working both evenings and some weekends.
* Working on get-ins and get-outs.
* To ensure that all technical activities comply with statutory and company health and safety regulations, procedures, and inspections under the guidance of the Technical and Facilities Manager.
* Working on all technical aspects as required by Wilton’s, operating shows when necessary.
* Provide technical support for commercial events and commercial hires.
* To provide technical maintenance to any departments as they require it and other work as appropriate.
* To carry out other technical roles as required.

**General**

* To be a theatre technician with a good working knowledge of theatre lighting, sound and professional theatre production.
* To act as a Duty Manager as required and ensure safe evacuation of the building and secure unlock and lock up.
* To assist with some facilities checks when assisting the Head of Technical and Facilities;
* To assist the Head of Technical and Facilities as required in daily/weekly maintenance checks and facilities needs where appropriate.
* To undertake other duties as might reasonably be required by the Executive Director.

**REVIEW ARRANGEMENTS**

This job information cannot be all encompassing. It is inevitable over time that aspects of the job will change, without changing the general character of the job or the level of duties and responsibilities entailed. Consequently, this job description will be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

**PERSON SPECIFICATION**

**Essential** – **technical** (tested by application)

# Previous technical experience of working in a producing/ receiving venue, or recognised training in technical theatre.

Experience or training as a general technician and thorough knowledge of all technical equipment used in a mid-scale venue.

Awareness of Health and Safety issues.

Able to work scheduled evenings and weekends, including the anti-social hours frequently required in the position.

**Essential – behavioral qualities (tested at interview)**

A positive ‘can-do’ attitude to work and a desire to work, and a desire to continuously improve working practices.

Good communication skills & the ability to remain calm whilst working under pressure.

**Desirable**

Knowledge and/or training in Health and Safety including First Aid, manual handling, working at height (rope access, mobile elevated work platforms etc).

Knowledge of ETC Ion consoles or Digital sound desks or both.

**CONDITIONS**

Contract: Permanent

Hours: 40 hours per week

The post holder will be required to work evenings, nights and weekends.

Annual Leave: The annual leave year runs from January to December, and you will be entitled to 25 days pro rata per annum plus bank holidays.

Notice Period: Two months

**APPLICATION FORM – DUTY TECHNICIAN**

You may apply by enclosing a CV but please ensure it includes the information requested below.

Applications may be made in any format you feel most comfortable with (e.g., large print, tape, Braille or British Sign language on DVD or video). When using an alternative format, please use the same headings.

Applications can be sent by email or post but must arrive by 12.00 on **Friday 11th April**. Please send applications to:

Via email to – Mark Siddall m.siddall@wiltons.org.uk

 **Personal Details**

|  |  |
| --- | --- |
| Surname |  |
| Forenames |  |
| Title |  |
| Preferred Pronouns  |  |
| Address |  |
| Postcode |  |
| Email |  |
| Mobile |  |
|  |  |

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| **Employment History** |
| **Present or most recent employment** |
| Employer’s name, address and postcode |  |
| Current job title or position |  |
| Date appointed |  |
| Current salary |  |
| Notice period |  |
| May we contact you at work? | **Yes / No** |
| Brief description of your duties: |
| **Previous employment** |
| Please give details of employers, starting and leaving dates, position held and reasons for leaving. Please make copies of this sheet if you need extra space. |
| Employer’s name, address and postcode |  |
| Date appointed |  |
| Leaving date |  |
| Salary |  |
| Reason for leaving |  |

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| **Education and Training** |
| Please give details of educational achievements or results, which you believe may be relevant to the post. If you are successful in gaining this post, you may be required to produce original documentation for relevant qualifications. |
| Name and address of place of study or training (including any school/academic or on the job training) | Dates | Qualifications |
|  |  |  |
| **Your interest in the post** |
| Please tell us why you think you are the most suitable person for the job by referring to the job description and person specification. Also refer to any previous experience and transferable skills you think may be relevant. This may include voluntary, current studies, work, community involvement, leisure interests or hobbies. Please continue/make copies of this page if necessary. |
| **References** |
| Please give the name of two referees, one of whom should be your present or most recent employer. We will not contact your referees without your express permission but any offer of employment will be made subject to satisfactory references. If you have any questions about this, or any other aspect of the application process, please contact us before you return the form. |

**Referee 1**

|  |  |
| --- | --- |
| Name |  |
| Position held |  |
| In what capacity did/do you know them (e.g., employer, line manager, tutor) |  |
| Contact address |  |
| Email |  |
| Phone |  |

**Referee 2**

|  |  |
| --- | --- |
| Name |  |
| Position held |  |
| In what capacity did/do you know them (e.g., employer, line manager, tutor) |  |
| Contact address |  |
| Email |  |
| Phone |  |

**Access requirements for interview**

We hope to interview w/c **Monday 14th April** and to appoint shortly thereafter. Since there will be a short turnaround time between shortlisting and interview, it would be useful to know if you have any access support needs for interview – please indicate below. Note that this has no bearing on the recruitment process and is purely to facilitate interviews.

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| **Criminal Convictions** |
| As this position could bring you into contact with children and/or vulnerable adults, it is necessary for you to have a DBS check prior to working with Wilton’s Music Hall. We will arrange for this check to take place and will cover all related costs. Please note that if you are unwilling to undertake this check or there is found to be a concern with the result, it will not be possible for you to work at Wilton’s Music Hall. |
| Do you have any current convictions, which have not been spent under the Rehabilitation of Offenders Act 1974? If yes, please give details:Please note that this will not necessarily disqualify you from being appointed. |

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| **Right To Work** |
| Do you have the right to work in the UK? **Yes / No**If no, please give details:If you are appointed to this post, you will be asked to provide original documentary proof. |

**DECLARATION**

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| **Please note any false information given in this application will invalidate any resulting job offer.****I consent to Wilton’s Music Hall holding the data above and confirm to the best of my knowledge that the information on this application form is true and correct and can be treated as part of any subsequent contract of employment:** |
| Name Signature Date  |