



RECRUITMENT

Chief Technician - Lighting

The Anvil Trust Ltd.

Churchill Way, Basingstoke RG21 7QR

Admin 01256 819797 |

Box Office 01256 844244

www.anvilarts.org.uk

Dear Sir/Madam,

Thank you for your enquiry regarding the position of Chief Technician (Lighting) with The Anvil Trust Ltd.

This is a full- time position with a salary of £26,068 per annum.

The closing date for applications is Monday 18 November 2019. Interviews will be held W/C 25 November. If you have not heard from us by Friday 6 December, then your application has not been successful on this occasion.

Please see below the job description and person specification for the role.

If you wish to apply for this position, please download and complete our application form and equal opportunities monitoring form and return to the address below or by email to recruitment@anvilarts.org.uk

Recruitment

The Anvil Trust
Churchill Way
BASINGSTOKE
RG21 7QR

Thank you for your interest in Anvil Arts.

Yours sincerely,

Ruairi McNulty

Head of Production



RECRUITMENT

Job Description & Person Specification

Chief Technician - Lighting

Chief Technician - Lighting JOB DESCRIPTION

DEPARTMENT: Production
RESPONSIBLE TO: Head of Production

THE KEY OBJECTIVES OF THIS POST ARE:

- to be responsible for the delivery of all technical equipment and production lighting requirements for performances and events throughout Anvil Arts venues
- to be committed, to the highest standards of technical production presentation and service with the aim of delivering a customer experience that delights and is above expectation
- to act as a primary point of contact for the visiting company and house crew on a day to day basis and in the absence of the Head of Production

JOB DESCRIPTION – GENERAL

- to ensure the safety, security and wellbeing of all artists, performers, crew contractors and visitors to the back stage and production areas
- to undertake the role of Stage Manager and work alongside the production team when and where needed to include format changes
- to work closely in the planning of events with the Head of Production, Technical Manager and Administrator
- to maintain technical training and knowledge relevant to the post, bringing any identified personal training requirements to the attention of the Head of Production
- such other duties as necessary, that are compatible with the nature of the post

JOB DESCRIPTION - SPECIFIC

Performances, exhibitions, hires and events

- to be proficient in the provision of technical services for all performances, exhibitions, hires and events with special attention to all lighting requirements
- to reference and implement technical production requirements as detailed on Artifax and visiting company technical plans and riders
- to supervise and assist in the installation rigging and lifting of PA and lighting equipment
- to liaise with and always monitor visiting company technicians and hirers/ users to ensure safe operation and careful use of equipment ensuring excellent production presentation
- to conduct visiting company safety talks, evacuation drills and public on-stage risk assessments in conjunction with the Front of House department
- to ensure compliance with terms and conditions of licences granted by the local authority
- to communicate any concerns, complaints or feedback to the Head of Production and Senior Management Team



RECRUITMENT

Job Description & Person Specification

Chief Technician - Lighting

Maintenance

- to manage the installation, cleanliness and maintenance of both Anvil Arts and hired in production equipment
- to undertake production department maintenance of performance spaces, their allied areas, and systems in conjunction with external contractors
- to undertake/ oversee maintenance of all production lighting / audio-visual equipment
- to maintain and PAT test all production lighting and electrical equipment across Anvil Arts venues
- to assist with the maintenance of all stage and production equipment
- in conjunction with Head of Production establish purchase and replacement needs for specific lighting stock

Health and Safety

- to carry out risk assessments
- to ensure compliance with relevant health and safety legislation, always working to identified control measures, safe working practices and procedures identified in risk assessments
- to monitor on- stage and backstage areas to ensure evacuation routes are kept clear
- to carry out and comply with the daily pre- show and fire safety checks according to current procedures in line with the venue's emergency evacuation plan
- to oversee the evacuation of the backstage areas in the event of an emergency
- to ensure the safety and best presentation of all backstage and production areas
- to maintain training in First Aid
- to maintain training in relevant health and safety legislation e.g. Working at Height, LOLER, Noise at work, COSHH,
- to raise service requests, or report any areas of the production department or the venue requiring service, repair or maintenance

Management of Department and staff

- to assist in the management and supervision of house production technicians and casual staff
- to ensure that the production team adhere to Anvil Arts policies and procedures
- to assist in the development, implementation and monitoring of safe working practices
- to ensure contra charges are brought to the attention of the Finance department

Relationships

The Chief Technician – Lighting is expected to:

Maintain good professional relationships with, and provide excellence in service to:

- Patrons, sponsors, board members and officers and members of Basingstoke and Deane Borough Council
- The local Police Constabulary, Licensing Officers and Hampshire Fire and Rescue
- Artists, companies, group organisers and all other individuals and organisations with whom Anvil Arts seeks to work

Promote and maintain good working relationships throughout Anvil Arts, recognising the specific working practices of other departments in a diverse organisation



RECRUITMENT

Job Description & Person Specification

Chief Technician - Lighting

Chief Technician (Lighting) PERSON SPECIFICATION

DEPARTMENT: Production
RESPONSIBLE TO: Head of Production

ESSENTIAL

- Minimum of 5 years relevant industry experience of working in a venue / theatre technical department, touring company or similar
- Detailed knowledge and experience of programming and operating lighting consoles – Grand MA2 & ETC ION
- Experienced in the use of and maintenance of a variety of theatre lanterns and intelligent lighting fixtures - ETC Sensor & Unison systems
- Experienced in the safe operation and installation of theatre lifting and flying systems including manual hemp, electric winches and chain hoists
- Previous experience and industry training and qualifications in relation to working at height – MEWP, Tallescope and use of fall arrest equipment
- Previous experience and working knowledge of relevant health and safety legislation and best practice
- Experienced in the coordinating and implementing of portable appliance testing of equipment
- Computer literate
- Ability to read and implement technical plans
- Excellent communication and interpersonal skills at all levels
- Experience of customer /visiting company liaison, advising and assisting on the delivery of technical production requirements for the best customer experience
- Proven organisational skills with a positive can-do attitude
- An active team player
- Ability to work under pressure
- Willingness to work flexibly across a 7 day a week rota to include evenings weekends and bank holidays

DESIRABLE

- Understanding of MS Office packages and Artifax venue management software
- IOSH Working Safely or Managing Safely qualification