

TRON THEATRE

Title:	Venue Technician
Department:	Production
Responsible to:	Technical Manager/ Production Manager
Line Manager:	Technical Manager
Salary	£20,000 - £23,000 depending on experience

Located in Glasgow's Merchant City, Tron Theatre consists of a 230 seat auditorium, a 62 capacity studio/rehearsal space, Education Suite/rehearsal space, Victorian Bar/ performance space, dressing rooms, a 'get-in' area, café bar area, a box office and office accommodation for administration and production staff.

Tron Theatre is both a producing company and a receiving house. We aim to produce a number of Tron Theatre Company shows and occasional co-productions each year. We focus on new work and contemporary classic theatre whether through our own productions or visiting companies. The Tron is a cultural hub for local artists and much support is given to emerging theatre companies and the platforming of new projects. Tron Theatre Company occasionally tours work internationally. The Tron is an equal opportunities employer, that prides itself on its safe space for creatives, staff and customers.

Overall Purpose and Key Responsibilities:

- To participate in the efficient and effective running of the production department, providing technical facilitation for a range of Tron Theatre productions, visiting productions, events and activities.
- To work cohesively within the technical team to facilitate all events and to provide a safe, tidy and welcoming working environment within the building for all in-house and visiting company staff.
- To proactively work as a member of the Production department to effectively deliver technical support and contributing positively to the department as a whole

Main Duties and Responsibilities

- To provide technical facilities/support for events throughout the Tron i.e. Theatre, Changing-House, foyer area, bars and for external events and touring.
- To provide creative technical support for events such as festivals, charity events, live music etc.
- To assist with all technical work for all Tron Productions, Visiting Companies and other activities.
- To attend departmental meetings to:
 - Input into preparation for Tron Theatre productions, visiting companies & events.
 - Familiarise with upcoming productions, companies & events.
 - Discuss forthcoming events and evaluate past events
 - Discuss improvements to the efficiency and working environment of the building
- To supervise freelance technical staff in a working environment / as part of scheduled activity.
- To participate in the proper storage, allocation/application and maintenance of the technical and stage equipment.
- To participate in keeping equipment in safe working condition in accordance with the current Health and Safety regulations and notifying the Technical Manager of faulty or damaged equipment.
- To assist in the organising and operation of a schedule of regular maintenance and record keeping for all technical equipment
- To organise, with consultation, the allocation/application/storage of all technical equipment.
- To undertake, within a team, the annual portable appliance testing for all theatrical lighting / technical equipment.
- To assist with stock control listing systems and upkeep and repair of technical equipment on an ongoing basis.
- To inform Technical Manager of any changes to Tron technical stock for the update of the technical specification sheets.

- To help maintain a running renewals/replacement list for technical equipment.
- To assist in the hiring and /or borrowing of necessary technical equipment for both visiting and in-house productions and for its safe and prompt return.
- Responsible for the checking and locking up and alarming of the theatre and backstage areas when necessary.
- Responsible for maintaining a high standard of housekeeping within technical areas.
- To implement best working practices to deliver Company Green Commitment.
- Any other duties as required by the Technical Manager/Production Manager

In – House Productions

- To liaise within the Production Department on the technical requirements of in-house productions, working within the given budgets.
- To record/create sound or AV material for in-house productions/events and in assistance with other productions/events.
- To attend production meetings as a member of the Technical Team and advise on technical matters when required.

Visiting Companies

- To assist in contacting visiting companies, ensuring their technical requirements are met on as high a professional standard as possible.
- Responsibility for ensuring visiting companies are made aware of all relevant policies & procedures.
- To programme / operate lighting, sound and/or A.V for visiting company productions under instruction / guidance from the visiting company.

Health & Safety / Fire Safety

- Responsible for working with the Health & Safety policies procedures of the Tron as well as technical department.
- Jointly responsible for the health and safety of freelance staff working at the Tron.
- To be a designated fire-marshal for the theatre and production areas of the building, including at times the full building, in accordance with the Tron Theatre's policy and procedures.

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Person Specification: Venue Technician

(E) Essential (D) Desirable

Knowledge & Experience

- Minimum 2 years professional theatre experience, building based or touring (E)
- Experience of programming & operating digital sound consoles for theatre & events (E)
- Experience & knowledge of QLab software (D)
- Experience in live music events including PA set up (D)
- Experience in the rigging & focusing of lighting in a theatre setting, events and music (D)
- Knowledge of moving light fixtures plus lighting effect units & DMX management (D)
- Experience of programming & operating lighting consoles for theatre, events and concerts (D)
- Experience & knowledge of ETC EOS consoles & software (D)
- Experience of problem solving in a theatrical environment (E)
- Knowledge of programmes such as CAD, Vector Works & Presentation software (D)
- Knowledge of basic wiring & the fundamentals of electrical safety (E)
- Experience of working within a team especially during busy production periods. (E)
- A working knowledge of H&S and fire regulations (D)

Skills

- Good level of technical skills in sound or lighting for theatre
- Knowledge of Audio Visual set up & operation
- Computer literacy and ICT skills
- Good communication and interpersonal skills.
- Team working skills.
- Ability to balance multiple priorities.
- Analytical skills with attention to detail.
- Good time management skills
- Clean drivers licence.

Personal qualities

- Passionate about theatre and its creation
- Ability and willingness to adapt to a variety of environments & productions.
- Ability and willingness to work flexible hours.
- Ability to remain calm in demanding situations.
- Attention to detail and forward planning.
- Professional and confident.