

## JOB DESCRIPTION TEMPLATE



### Technical Theatre Apprentice – The Old Rep Theatre

Contact Name:	Suzanne Priest	No of Employees:	129
Contact Number:	0121 359 9441	Possible Start Date	Tuesday 27th June 2017
Location:	The Old Rep Theatre Station Street, Birmingham B5 4DY	Possible Interview Date	Tuesday 20th June 2017
Registered Company Name	Birmingham Ormiston Academy	Company Address	1, Grosvenor Street, Birmingham, B4 7QD
E-mail address	suzanne.priest@oldreptheatre.co.uk	Weekly Wage	£131.25
Working Week	37.5 hours a week to include evenings and weekends	Employer Website	www.oldreptheatre.co.uk

#### **Short Description** - tell us a little about your team and where an apprentice will fit within it?

We're looking for a young person to support the organisation in the presentation of live shows, events and other activities to a high technical standard for the maximum enjoyment of audiences and participants at The Old Rep Theatre. We require an enthusiastic, dedicated person to ensure performances are the highest quality at our 100 year old theatre. Your work will involve learning from our team about how stage, sound and lighting is operated in a theatre. You will also work with a range of visiting theatre companies and technical providers at a busy theatre located in the centre of our thriving city. You'll be expected to pitch in and do a whole range of jobs and the nature of working in a theatre means you will be required to work weekends and evenings.

Birmingham Ormiston Academy (BOA) is a nationally-acclaimed 14-19 academy, specialising in Creative, Digital and Performing Arts. The academy opened in September 2011 and has over 1,000 students passionate about the arts. In September 2014, BOA gained responsibility for operating and managing The Old Rep Theatre.

Opened in 1913 as the UK's first purpose-built repertory theatre, The Old Rep has been relaunched as a young people-driven venue in the heart of the city: offering extraordinary creative opportunities for the young people, families, artists and communities of Birmingham and the wider West Midlands. Our onstage programme combines top quality professional comedy, drama, dance, musical theatre and family productions with performances from local amateur and community companies, and we also produce our very own annual productions. Refurbishment backstage has opened the venue up for both classes and rehearsals. The Old Rep is part of the Birmingham Ormiston Academy group.

#### **Job Role: What are the day to day tasks and duties will your apprentice complete?**

Main duties and responsibilities:

The Technician (Apprentice) is responsible for assisting the Technical Team in the effective, efficient and safe running of the technical department. The Technician (Apprentice) will be expected to work across the full range of events and performances with the aim of developing the quality of production within the venue. S/he will have a keen interest in learning about Technical Theatre with a view to making their career in this area. S/he will have a responsible attitude to health and safety and to working to all aspects of live show preparation and operation including:

- Get-ins and get-outs
- Stage setting and flying
- Rigging and focussing lanterns
- Rigging sound and sound checks
- Designing effective lighting for shows
- Operation of sound and lighting desks as required
- Stage Management and on stage show running as required.
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Duties will include:

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- To act as duty technician within the rota, exercising full responsibility for smooth running of the performance and for all health and safety aspects of the back stage area.
- To attend any training course seen to be useful to the position as directed by the Technical Manager.
- To work with younger students training them on aspects of technical theatre.
- To welcome artists to the theatre, work closely with them to achieve the best performance standard possible and help build the reputation with artists as an excellent theatre in which to perform.
- To assist in the maintenance of all sound and lighting equipment in the theatre.
- To assist and organise scenery and props as required.
- To assist in preparing the building for use in accordance with day to day requirements.
- To assist in general maintenance of the building and equipment
- To work within the theatre's Health and Safety Policy and to be mindful of the safety of theatre staff, members of visiting companies and members of the public
- To work closely with all theatre staff and in particular the Duty Officers to help ensure the comfort, safety and enjoyment of audiences.
- To submit time sheets accurately and on time
- To undertake such other duties as may be required from time to time that are consistent with the purpose of the job.

### Skills Required

- Some experience as a Performance Technician in a receiving/producing venue
- Technical aptitude for all aspects of stage, sound and / or lighting
- Meticulous approach to tasks to ensure high quality product and upholding of Health and Safety
- Support the organisation, and undertaking of theatre equipment maintenance to include cleaning, replacing parts, inspection of wiring and replenishing consumables.
- Process orders, update stock records, undertake filing.
- Willingness to undertake a diverse range of tasks
- Effective verbal and written communication skills
- Computer literate, with relevant IT skills / software operation
- Ability to prioritise, multitask and manage workload effectively to meet strict deadlines.
- Able to take responsibility and problem solve
- Physically capable of undertaking the requirements of the job including the ability to work at height and good spatial awareness.

### Personal Qualities

- Proactive, with a 'can-do' attitude and a commitment to delivering the highest quality of work
- Effective team player who can meet strict deadlines
- Self-motivated with a flexible approach to work
- Capable of independent thinking and problem-solving
- Enthusiastic and keen to learn and develop skills whilst furthering breadth of knowledge
- Professional attitude with a commitment to delivering the highest quality of work
- Punctual, honest and reliable
- Ability to form good working relationship with theatre staff and customers

### Qualifications Required

Applicants should be literate and numerate. Grade C and above in English, Math's and IT are preferable, however not essential.

**Deadline for applications:** Midday on Friday 16th June 2017

**Standard Questions (these will be asked for each candidate as part of the application process)**

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- What is it that interests you about this role?
- Any experience or training relevant to the role that you would like to highlight?

**Optional Additional Question:**

Give an example of a time when you have coped well under pressure.  
Where do you see yourself in five years' time?