

DLWP TECHNICIAN

Job Description

Title: DLWP Technician
Responsible to: Technical Manager
Department: Technical
Responsible for: Casual Technicians, Load-in and Seat Crew
External Contacts: Visiting Production teams, Suppliers, Contractors
Salary: £25,000pa.
Hours: 160 hours over a four week period.
Evening, weekend and public holiday working is a requirement of the post
Annual Leave entitlement : 23 days, rising to 25 days after 2 years service plus public holiday entitlement

OVERVIEW

The continued success of the DLWP live programme of music and comedy and its increasing national reputation in the industry as the top venue on the south coast means that we need more highly-skilled and experienced people behind the scenes. DLWP Technicians play an important role in a key team, ensuring that leading music artists and their teams are given the utmost professional support to produce the best show possible for the artists and audiences.

ROLE OBJECTIVES

To assist the Technical Manager to provide smooth and efficient technical services to the organisation, with due care for Health & Safety for all events and with particular focus on the Auditorium.

As part of the DLWP Auditorium technical team, to ensure the safe and efficient delivery of Auditorium productions and assist in technical operations across the wider DLWP.

To take responsibility for the excellent presentation of the Auditorium and backstage areas – ensuring all areas and associated equipment is clean, safe and in good working order.

To take responsibility for the delivery of day to day operational requirements to facilitate DLWP performances and events.

To supervise Casual Technicians and visiting Production Teams.

To undertake and supervise the removal and installation of the Auditorium seating system.

OUTLINE OF ROLE & RESPONSIBILITIES

To take on various technical roles within the Auditorium team including all aspects of lighting, sound, audio visual, rigging & flying and stage management.

To be responsible for the safe and efficient installation and striking of all technical equipment requirements for the DLWP and visiting productions, outdoor events and other miscellaneous events.

To supervise events, incoming productions and technical team as instructed by the Technical Manager.

To supervise the work of DLWP casual technicians, casual load in and seat crew.

To provide technical assistance to wider DLWP events, as required.

To take personal responsibility to ensure that DLWP Health and Safety policies and safe systems of work are always adhered to.

To take personal responsibility for ensuring the safety of all users of the Auditorium and areas within the wider building when installing temporary/mobile equipment.

To work within time schedules provided by the DLWP Technical Manager.

To undertake planned repair and maintenance of DLWP equipment under instruction of the Technical Manager.

To assist the Technical Manager in facilitating inspection and testing of all physical equipment as covered by regulation (PUWER, LOLER, etc.)

To attend regular technical and operational staff meetings.

To act always in the best interests of the DLWP Charitable trust.

To carry out such other duties as may be reasonably expected of the post as required by the Auditorium Technical Manager and wider management team.

To maintain confidentiality in all areas relating to DLWP where appropriate.

To be a DLWP keyholder and take responsibility for locking/unlocking and alarming/de-alarming the building when required.

PERSON SPECIFICATION

Experience in a music venue, theatre or similar environment

Excellent customer service skills

Professional and friendly outlook

Team Player

NOTES

The minimum working hours for the full-time post is normally 160 hours over a four week period. However, due to the nature of the work, actual working hours may exceed this total and will involve evening and weekend work. This is considered part of the contract and reflected in the grading for the post.

The job description is current as of January 2022. It outlines the main duties of the position and is designed for the benefit of both the post holder and the organisation in

understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive.

In particular, given the grading and nature of the post, the responsibilities of the post-holder may well change from time to time.

Management has the right to vary the duties and responsibilities after consultation with you.

DIVERSITY, EQUALITY & INCLUSION

At the De La Warr Pavilion, we are committed to building a diverse and inclusive community that reflects the diversity of our society as fully as possible. A community of staff, residents and audiences where everyone feels valued, where their contribution matters and where they can reach their full potential, irrespective of their background, identity or circumstances.

We are committed to ensuring we are hiring people that reflect the South East in its broadest form and we are currently taking action to improve representation from Black, Asian and ethnically diverse, LGBTQ+ and lower socio-economic communities and those with a disability.

We welcome applications from the above under-represented groups.