



## **THEATRE TECHNICIAN**

*Job Description and  
Application Information*

## **BACKGROUND**

The Lyric Theatre enjoys a special place within Northern Ireland's artistic landscape. As a prolific production house, the Lyric is the beating cultural heart of Northern Ireland – inspiring and entertaining audiences with both new and established plays and helping to launch the careers of some of our most famous actors, directors and playwrights. The Lyric is a playhouse for all. We are a shared civic space for artists and audiences alike; a creative hub for theatre-making, nurturing talent and promoting the critical role of the arts in society. Our mission is to create, entertain, and inspire.

As Northern Ireland's only full-time producing theatre, each year we produce 9 or 10 full-scale productions, 2 of which run concurrently at Christmas. We also receive visiting work from touring companies. We stage some 400 performances each year and are the largest employer of theatre practitioners in Northern Ireland. Our modern theatre opened in 2011 and consists of the 390-seat main stage and the 124-seat flexible Naughton Studio. In recent years, the theatre won 4 Irish Theatre Awards, was voted NI's most welcoming theatre, staged co-productions with the Abbey Theatre, Soho Theatre and the Dublin Theatre Festival and toured to New York, London, Glasgow, and Dublin.

There are two group companies. Lyric Theatre NI (The parent company) is a company limited by guarantee and a registered charity and is also the owner and operator of the theatre and the primary recipient of grant funding. Lyric Players Theatre Productions Limited is a wholly owned subsidiary of Lyric Theatre NI and is responsible for producing professional theatre productions and the operation of food and beverage operations within the theatre. The combined turnover of the two companies is in excess of £2.9 million. The two companies employ in excess of 80 employees.

For more information on the Lyric Theatre, visit [www.lyrictheatre.co.uk](http://www.lyrictheatre.co.uk).

## **PURPOSE OF THE POST**

Theatre Technician is a key member of the Production team and will assist with the technical management of all productions for the Lyric Theatre as well as contribute to the planning and staging of both in-house and visiting company productions in the theatre.

The Production team currently includes a Head of Production, Production Manager, Assistant Production Manager, Company Stage Manager, Wardrobe Supervisor, Senior Technician, Wardrobe Assistant, 3 Technicians, and 2 Assistant Stage Managers. You will be one of 4 technicians working for the technical team.

**JOB TITLE**

The title of this post is **Theatre Technician**.

**REPORTING TO**

Head of Production.

**RESPONSIBLE FOR**

The post holder will be responsible assisting in the delivery of all aspects of the technical elements of productions and events taking place in the Theatre in conjunction with the Head of Production.

**LOCATION**

The post is based at the Lyric Theatre, 55 Ridgeway Street, Belfast, BT9 5FB. The successful applicant may also be required to tour with shows and in such cases travel expenses will be covered.

**PAY SCALE**

The post will attract a salary of up to £24,145 per annum for an exceptional candidate.

**CONTRACT**

The position is permanent and full-time. The notice period is 1 month.

**PROBATIONARY PERIOD**

The appointment will commence with a probation period of nine months which may be terminated at a month's notice by either side during the period. During this time the organisation reserve the right to dismiss the employee for unsatisfactory performance without recourse to the disciplinary procedure.

**ANNUAL LEAVE**

24 days discretionary plus bank/public holidays (currently 11 days). There may be occasions when it is required to work on a public or bank holiday for which a day in lieu will be given.

**WORKING WEEK**

The standard working week will be 43 hours over 6 days however due to the nature of this position a significant degree of flexibility is required from the post holder to meet the demands of the theatre's production schedule.

It is recognised that there may be circumstances where the amount of hours outside of a normal working week becomes excessive. In those circumstances time off in lieu may be granted at the discretion of the line manager. Evening and weekend is an inherent part of this job. Time off in lieu will be granted for any work done on a statutory holiday.

## MAIN DUTIES AND RESPONSIBILITIES

### Productions

- Planning crew requirements;
- Working closely with creative teams to realise their designs and compositions maximising the use of the theatre's available resources;
- Taking part in all aspects of technical activities including:
  - rigging, focusing, plotting, and operation etc. of lighting and sound equipment as well as operation of the counterweight flying system;
  - maintenance of all lighting, sound, rigging, masking & access equipment to an acceptable Health & Safety standard;
  - set-up for audio described & signed performances;
  - assisting or carrying out the research and making of sound effects, show tapes/disks, special technical effects as required;
  - ensuring that all tools & technical equipment are appropriately stored for easy access and use by appropriate staff;
  - assisting in formulation & upkeep of all sound, lighting and stage equipment records and inventories;
  - maintaining front of house electrics as required and make the Technical Manager or Customer Services Manager aware of requirement for a qualified electrician or other trades.
- Liaising with visiting companies or producers to ensure that visits to the Lyric are successfully supported, including the smooth get-in, running and get-out of shows and delivering a high standard of customer service;
- Assisting with the effective running of all technical facilities including the Lx store, workshop, rehearsal room, stage etc;
- Working in conjunction with the Production & Technical Manager to co-ordinate any planned tours or transfers by the theatre;
- Design lighting and re-lighting productions;
- Help promote a commitment from the Technical team to high levels of technical excellence, flexibility and customer service;
- Working with programming colleagues to schedule activities in both auditoria and any outside tours, transfers or site-specific projects;
- Complying with all relevant legislation;
- Assisting in the supervision and delivery of conferences and other commercial lettings of the Theatre;

- Assisting in the running of the Lyric's hire activities and subsequently managing the day to day running in conjunction with the Production & Technical manager;
- Of the work you undertake; considering the implications to the health and safety of others;
- To comply with the theatre's policies and practices on health and safety, and equal opportunities;
- To undertake work in safe manner;
- To carry out risk assessments where necessary and when requested;
- To be familiar and assist with fire evacuation procedures;
- To observe the strictest confidentiality at all times;
- To undertake other duties as may reasonably be required.

*This list is for guidance only and is not exhaustive. The post holder will also be required to carry out other reasonable duties as required by the Head of Production and Executive Producer.*

## **ESSENTIAL CRITERIA**

- Minimum of 2 years' professional experience in theatre electrics, technical stage management or technical teams;
- Experience in a production environment of working to tight deadlines;
- Detailed knowledge of current theatrical technical resources;
- Ability to read, understand & interpret set plans and drawings;
- Understanding and experience of current production and technical practices within theatre including sound, lighting and flying;
- A good knowledge of Digital and Analog audio systems and QLAB playback systems;
- Knowledge and practical experience of the implementation of current health and safety legislation;
- Good IT and administrative skills;
- Strong organisational and logistical skills.

## **DESIRABLE CRITERIA**

- Knowledge and experience of technical systems maintenance;
- First aid and health and safety qualification;
- Knowledge of PAT;
- Knowledge and experience in the use of counterweight flying systems;
- Previous experience of Live Audio Mixing;
- Experience of touring both medium scale & small scale and internationally;
- Experience of computer software including Word, Excel & Office, AutoCAD;
- Holds a valid driving license.

## **PERSONAL QUALITIES**

Successful applicants will be able to demonstrate the following qualities:

1. Strong inter-personal skills, with excellent written and verbal communication skills.
2. An enthusiastic and flexible approach to work.
3. The ability to plan and manage their own workload.
4. A natural problem solver with the ability to multi-task.
5. The ability to prioritise and plan their time effectively.

## HOW TO APPLY

To apply, please submit your **CV** and **Cover Letter** demonstrating how you meet the essential criteria and desirable criteria (if applicable). Included with your application should be the details of two people, not related to you, to whom reference may be obtained (including names, address, email, phone number and occupation). One of your **referees** must be your current or most recent employer. Also, a completed **Equal Opportunities Monitoring Form**, which can be downloaded from the Lyric Theatre website.

Please send your CV, Cover Letter, References and Equal Opportunities Monitoring Form to [recruitment@lyrictheatre.co.uk](mailto:recruitment@lyrictheatre.co.uk) or to The Monitoring Officer, Lyric Theatre, 55 Ridgeway Street, Belfast, BT9 5FB. Failure to complete and submit a covering letter that demonstrates how you meet the criteria will result in your application being disqualified. Canvassing will disqualify.

## CLOSING DATE

The closing date for receipt of applications is **Tuesday 24<sup>th</sup> August at 12 pm**. Late applications may not be considered.

## SHORTLISTING

Only those applicants who appear, from the information provided, to be the most suitable in terms of the selection criteria may be called for interview. It is the applicant's responsibility to demonstrate clearly in their CV and Cover Letter how they satisfy the published selection criteria. Applicants must provide evidence of how they meet the selection criteria, giving examples and specifying exact dates as appropriate. All applications for employment are considered strictly on the basis of merit.

## INTERVIEWS

It is proposed that interviews for this post will be held in the week commencing **30<sup>th</sup> August 2021**. If you cannot make an offered interview time, we may not be able to give you an alternative.

## DISCLOSURE

1. If you are successful after shortlisting, depending on whether you will be working with children and/or vulnerable adults, you will be required to undergo an ACCESS NI check.
2. If you are required to undergo an Access NI check, a copy of their Code of Practice will be made available to you.
3. You will also be required to disclose any unspent criminal convictions as defined by The Safeguarding Vulnerable Groups NI Order 2007 & The Rehabilitation of Offenders (NI) Order 1978. The Lyric theatre has a policy on the Recruitment of Ex-Offenders which can also be made available to you.
4. Disclosure of a criminal record will not necessarily be a bar to obtaining the position within the Lyric theatre. You will, however, be asked to disclose if there is any reason why you cannot work in regulated activity with children or vulnerable adults.

### **The Lyric Theatre is an Equal Opportunities Employer**

We particularly welcome applications from Black, Asian and Minority Ethnic (BAME), disabled and LGBTQI+ candidates who are under-represented across the sector.