

Job Description and Person Specification



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.

SECTION A: Role Profile

Post Title	Core Theatre Technician (Casual)	Post No	CS569
Directorate	Economy and Infrastructure		
Division	Customer and Cultural Services		
Band and Salary	Band C £ 25,992 to £28,624 per annum pro rata £13.50 - £14.87 per hour (plus accrued holiday entitlement). Incremental progression is subject to performance.		
Responsible to	Technical Manager		
Location	The Core		
Contract Type	Casual		
DBS Check	Not Applicable		
Fluency Duty	This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers.		
Special Conditions	The post holder will be expected to work evenings, weekends and bank holidays. Rotas will be set to meet the demands of venue usage. A key aspect of the work will be the annual pantomime as part of the production team. This will involve working through the six-week production and performance schedule.		

Role Purpose

To provide the technical support and regularly act as the lead technician for all of the Core Theatre's promotions in all of its spaces, Theatre, Studio and Gallery plus front of house areas.

The post holder will also be responsible for the regular testing and maintenance of equipment and the building as well as assisting the opening-up and locking of the building when required.

Role Responsibilities

When designated the post holder will have the role of lead technician and at other times support technician for the promotions at The Core theatre. This will involve:

- Lighting and sound design for productions, from small scale events up to taking responsibility for one of these areas during the annual pantomime.
- Rigging and focusing of lights
- Operation of Lighting Board and other lighting equipment for shows.
- Set up of PA equipment.
- Mixing of sound for productions as diverse as bands and shows with multi use of radio mics.
- Audio recording as required.
- Set up of equipment including stage sets, PA systems, and ICT equipment for events at the Core Theatre
- Liaise with Duty Manager to prepare venues for performance including any removal of seats or changes to set up to make auditorium ready for opening!
- Safety/stage management role Installation of exhibitions in the Gallery.
- Completion of show reports and maintenance of accurate records of technical requirements
- Maintaining records and information on the Venue's computerised diary booking system
- Provide specialised technical knowledge to the users of the Core Theatre and for Solihull MBC
- In conjunction with the Technical Manager develop investment plans for technical advancement and provision at the venue
- Any other appropriate duties as and when required.

Section B: Person Specification

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	4 GCSEs including Maths and English (or equivalent) OR The ability to demonstrate an equivalent level of literacy and numeracy.	Qualifications, both academic and professional in different aspects of technical theatre	Application form Certificates

Experience & Knowledge	Technical experience of working in a venue		Application form
	Knowledge and experience of Computerised Lighting Boards and sound Desks	Working with intelligent lighting	Interview Test
	Experience of Health and safety and a good understanding of the risk assessment process. Specific knowledge of Health and Safety relating to venues.		Application form Interview

	Good Knowledge and understanding of all aspects of theatre backstage practises	Experience of Hemp Flying and rigging	Application form Interview
	Up to date knowledge of the advancements in equipment and practises		Interview
	Experience and knowledge of maintaining and checking equipment on a regular basis	PAT Testing certificate	Application form Interview

Skills & Abilities	IT Skills including the use of multimedia		Interview Test
		Lighting and sound design for theatre	Application form Interview
	Ability to operate & programme specialised equipment in production situation e.g. use of sound desk to mix radio mics for cast members and other pieces of sound equipment.	ETC EOS Lighting desks Yamaha LS9 Sound desk	Application form Interview Test
	Experience of using both Lighting and Sound Desks		Interview Test
	Ability to work at height		Interview Test
	Ability to work alongside other technicians, both professional and amateur, to interpret their requirements with technical resources available		Interview
	Good communication skills, ability to communicate with artists, theatre groups and other technicians		Application form Interview
	Ability to supervise staff (permanent and volunteer), to carry out inductions and training		Application form Interview

	Ability to work on own initiative, leading others and taking on responsibility in their area of work.		Application form Interview
	Ability to plan and schedule their time in advance within their work requirements		Interview

Core Behaviours	Excellence - With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working.	Interview
	Trust and Respect - You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect	Interview
	Working Together - You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	Responsibility - You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions.	Interview

Other Requirements	Able to work unsocial hours weekends, evenings and Bank holidays.		Interview & Application Form
	Ability to work at a variety of venues throughout the Borough of Solihull e.g. parks, libraries and community venues		

Compiled/Reviewed by	Will Welch
Date	April 2025

Section C: Additional Information

Corporate Parent Responsibilities

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

Health and Safety

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.

Information Management

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

Training and Development

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

Solihull Behavioural Framework

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

Mobility

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

Variations to Job Descriptions

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.