

Warwick District Council – Job Description

Job Title: Technical Theatre Apprentice

Level of Apprenticeship: Level 3

Post Number: WD00857

Post Status: Fixed 18 Month Contract (37 Hours/week)

Service Area: Cultural Services

Purpose of job

(The Purpose of the job gives a statement explaining the job's overall objectives)

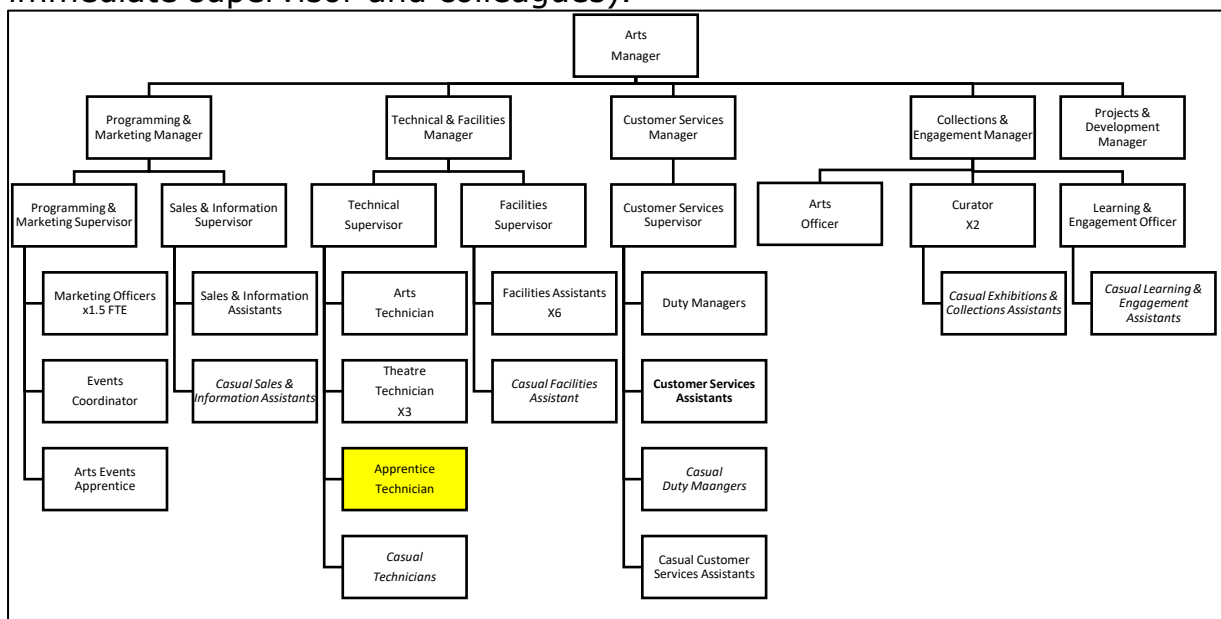
To be a part of the Arts Section's Technical & Facilities team and to support Technicians in providing specialist technical support for performances, screenings, exhibitions, hires and other events at the venues (the Royal Spa Centre, Leamington Spa Art Gallery & Museum at the Royal Pump Rooms, and Leamington Town Hall).

Main responsibilities	%
(Give a maximum of eight brief descriptions of what the main responsibilities are and assign time percentage values against each one).	
To ensure the smooth running of all technical aspects of the operation and to undertake any technical work, as directed by the Technical Supervisor or Technical & Facilities Manager.	20%
To ensure the efficient preparation, get-in, fit-up and operation of performances, exhibitions, screenings and events, ensuring that technical areas are safe and presentable.	20%
To programme and operate technical equipment, including lighting, sound, staging, flying, and projection.	20%
To assist with the basic maintenance of technical areas and systems, including audio visual and screening equipment and PAT testing.	20%
To maintain excellent relationships with our customers. To liaise with, welcome and monitor visiting companies / hirers and to ensure safe working practices, correct use of equipment and excellent technical presentation at all times.	10%

Main responsibilities	%
(Give a maximum of eight brief descriptions of what the main responsibilities are and assign time percentage values against each one).	
To carry out all duties in accordance with Warwick District Council's Health and Safety policies and relevant legislation and work in such a way as to promote a culture of safety	10%

Organisation

(The chart below shows the hierarchy and how the job relates to its immediate supervisor and colleagues).



Essential Skills

- An interest in working in the technical department of a live performance venue
- A basic understanding of performance techniques and technical theatre processes
- Willingness to learn
- Knowledge and passion for the arts
- Able to show initiative and proactive approach
- Commitment to customer care
- Some previous experience of being part of a team, through sport, social activities or other interests
- Adaptability
- Excellent communication skills both verbally and in writing
- Attention to detail

Desirable Skills

- To contribute to team working
- Ability to work with people of all backgrounds
- Ability to learn and develop within the workplace

Qualifications Required

- 5 GCSE at grade C (grade 4) or higher inc Maths and English
- IT literate including knowledge of main Microsoft office software

Additional Information

The apprenticeship role is a full-time, 37 hours per week contract that will include one day a week of 'Off the job' training.

The role requires flexible working including unsociable hours, evenings, holidays and weekends.

All members of staff have a responsibility to comply with Warwick District Council's Code of Conduct, Equal Opportunities, Safeguarding, and Health and Safety Policies.

Employer Description

All three venues are owned and managed by Warwick District Council. The council employs more than 500 people across its sites.

The Royal Spa Centre is a vibrant and well-respected cultural venue in the heart of Leamington Spa. It incorporates a busy 670-seat main auditorium, a 180-seat studio theatre, bars and social spaces, and is dedicated to presenting the best available theatre and entertainment to audiences in central Warwickshire and beyond.

The Royal Pump Rooms is a cultural centre that features a shop, café, library and Leamington Spa Art Gallery & Museum. It also includes the main Box Office for events over the three venues. Events take place here throughout the year that include exhibitions, concerts, trade fairs, weddings and dinners.

The Town Hall is a beautiful and historic setting that plays host to a range of events throughout the year that include weddings, concerts, training, meetings, as well as playing host to a Warwick University hub.