

## Job Description: Stage Technician – Touring

### Overall purpose of position:

To be an integral member of the BRB Stage team working to the highest standards of effectiveness. To assist and deputise, as required, for the Deputy Head of Stage / Head of Stage in the smooth running of the Stage department. Based mainly at the BRB Workshops (currently based in Minworth) during non-Performance weeks. **You will be required to attend and support all performances in the UK and abroad**

Reports to: Deputy Head of Stage / Head of Stage

Supervises: BRB contracted 'Casuals' (Stage) and Local Stage crew as briefed by the Deputy Head of Stage or Head of Stage.

### KEY RESPONSIBILITIES

#### I Technical Supervision / Duties

- 1.1 Assist with the preparation & loading/unloading & storage of all stage requirements and equipment, with particular responsibility for scenic & prop elements.
- 1.2 Assist with the get-in's, fit -ups & get-out's of all BRB productions in touring venues
- 1.3 Assist with the operation of all BRB performances & leading local venue staff in the smooth running of all shows under the supervision of the Deputy Head of Stage & the Head of Stage.
- 1.4 Keep up to date records of all running plots, wing packs, truck packs and other relevant documentation.
- 1.4 Ensure any technical problems are resolved with maximum efficiency.

#### II Management

- 2.1 Based mainly at BRB workshops in Minworth during non-performance weeks, to assist the Deputy Head of Stage & Head of Stage with the supervision of staff attendance, work, motivation and well-being, in order to build an effective team.
- 2.2 Assist with the prompt induction of all staff.
- 2.3 Promote an alert approach to Health & Safety, ensuring correct working methods and safe working practices are adhered to.
- 2.4 Ensure staff understand the need for and demonstrate Company support and co-operation by responding positively and effectively to any problem, query or complaint.
- 2.5 Ensure all pertinent Company policies and Agreements are understood and implemented.

### **III Administration**

- 3.1 Carry out such administration as may be required efficiently and ensure that accurate and complete records are maintained.
- 3.2 Attend and participate in such meetings that will promote sound communication, liaison and decision making with colleagues and local venues and staff.
- 3.3 Provide regular information regarding progress of work to the Deputy Head of Stage & Head of Stage, reporting on problems at the earliest possible stage.

### **IV Technical Maintenance**

- 4.1 Ensure that the workshop and storage areas are clean, secured, maintained and adequately equipped for their purpose.
- 4.2 Ensure, by reporting to the Deputy Head of Stage & Head of Stage, that adequate stocks are maintained.
- 4.3 Ensure that all equipment in service is in a safe condition and complies with relevant legislation. Also, that any damaged equipment is reported, repaired or replaced at the earliest opportunity.

### **V Unsocial Hours / Travel by air / Manual handling**

- 5.1 You will be required to attend tours and to participate in special events, which will often require long hours of work, including working evenings and weekends.
- 5.2 The company regularly tours abroad which will often necessitate travel by air.
- 5.3 Due to the nature of the work, a high degree of physical ability is required.

### **PERSON SPECIFICATION:**

The ideal candidate will have the following skills, knowledge & experience (\* - *desirable*):

- Good communication skills & confident in working independently but also willing to collaborate as part of a large team
- At least 1-year experience working in large scale venues or a recent graduate of a technical theatre training course
- Practical stage skills or experience in at least one of the following - production carpentry, theatrical flying & rigging, safe loading of trailers, general stagecraft
- An ability to undertake heavy-duty manual handling and basic working at height techniques
- The ability to read and understand hanging plots, ground plans and running plots
- Highly organised and an enthusiasm for developing within a role
- Touring experience\*
- Working knowledge of IT including Microsoft Office applications and AutoCAD\*
- IPAF / Working at Height / Forklift qualification\*

**This job description reflects the current situation. It does not preclude change or development that might be required in the future.**