



## **The Hervey Benham Technical Apprentice**

### **Job Description**

This apprenticeship in the Mercury Theatre's technical department will provide experience working backstage as part of this busy team who are responsible for all technical elements of our performances including all sound, lighting, and staging.

You will have the opportunity to operate the lighting on productions, and learn follow-spotting techniques. If you have no prior knowledge of lighting practice and basic rigging skills, don't worry, but a practical and sensible attitude and the ability to pick up tasks quickly will aid you in making the most out of this apprenticeship.

Join our sound engineer during rehearsals and work on the pre-programming with the sound designer. Learn about microphone placement and their uses, desk operation, roles and responsibilities of each member of the team, as well as how to build and maintain sound systems for musical theatre.

This apprenticeship is ideal for those who wish to specialise in either sound or lighting and teaches a variety of skills essential in the technical department's daily life, providing skills needed for a successful career. With a technical skills shortage in our region it is vital to work with and nurture new talent, and we can offer a firm grounding in professional practice, and gain another colleague in the industry for the future. This placement offers the opportunity to work with skilled technicians who enjoy working with and teaching the next generation of technicians.

### **Purpose of the Post**

The Apprentice Technician will learn how to:

- Deliver high quality technical support for all Made in Colchester productions at the Mercury, on tour and in the community.
- Provide high quality technical support for visiting companies and one-nighters, and other activities as required.
- Carry out the maintenance of all electrical installation/equipment relating to this post.

## **Main Duties**

With other members of the Technical Department take responsibility for assisting in the delivery of all technical requirements.

## **Responsibilities**

1. To work proactively as a member of the technical team.
2. To work closely with all other departments within the Mercury Theatre.
3. To assist in the maintenance of the main stage, studio theatre and other areas as required.
4. To assist in the provision of technical support for visiting companies and one – nighters.
5. To assist in the delivery of Made In Colchester productions and visiting productions, taking part in fit ups, get outs and overnight re-rigs as required.
6. To work as crew for performances on either the main stage, studio or on tour.
7. To assist in running necessary safety checks and maintain accurate records of all technical and stage equipment.
8. To work in a safe and proper manner and adhere to the Mercury's Health and Safety Policy.
9. To assist in the store of all production materials in an organised manner and ensure that all departments areas are clean, tidy and safe.
10. To work on other projects for the organisation as required either at the Mercury, in the community or on tour.

## **General Duties**

The Apprentice Technician will also be required to:

- Maintain a detailed working knowledge of the Theatre's programme.
- Participate actively as a member of the Production Department.
- Attend and contribute to staff meetings and/or training sessions.
- Undertake any further duties as may be reasonably requested by the Technical Manager.

*This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not preclude change or development that might be required in the future. It does not form part of the contract of employment.*

# Person Specification

**Post:** The Hervey Benham Technical Apprentice

## Personal Qualities

- Aged 16-25 years old
- Self-disciplined, organised and self-motivating
- Ability to work in a team of both permanent and freelance staff, supporting other team members
- Adaptable and receptive to new ideas and initiatives
- Ability to work under pressure and manage competing deadlines
- Creative flair
- Excellent interpersonal skills with an ability to listen, build rapport and communicate with people at all levels

## Professional Competencies

### Essential

- An interest in technical theatre
- Comfortable with working at heights
- Willingness to learn new skills

### Desirable

- Experience or working knowledge of maintaining electrical sound/lighting equipment

## Outline of Terms and Conditions

<b>Duration:</b>	This post is for one year.
<b>Hourly Rate:</b>	£3.50 per hour
<b>Hours:</b>	35 per week, although additional hours may be necessary in order to fulfil the post's requirements for which Time Off in Lieu is available. This post will require the successful candidate to work unsocial hours on occasion.
<b>Annual Leave:</b>	Annual leave entitlement is 24 days for each holiday year plus statutory Bank Holidays. If you complete one years service, your holiday entitlement will increase by one day and each year thereafter to a maximum of 30 days per annum.

<b>Probationary Period:</b>	Three months
<b>Notice Period:</b>	Two months by either party in writing after an initial probationary period during which time the notice period is one month by either party
<b>Pension:</b>	The Theatre operates a pension scheme that meets the government's requirements under auto-enrolment.

#### **Other Benefits**

- Discount on drinks and meals in the Mercury's bar and restaurant
- The company offers an interest free season ticket loan
- The company encourages attendance at performances with an allocation of tickets to employees (subject to availability and the Mercury's ticket policy)
- We are also a strategic partner with PIPA (Parents in Performing Arts), who campaign to enable and empower parents, carers and employers to achieve sustainable change in attitudes and practices in order to attract, support and retain a more diverse and flexible workforce. We are always happy to discuss solutions that allow people to balance their caring responsibilities with their working lives, for example through job shares or flexible working arrangements.

**February 2018**