

## Job Description

Job Title	Senior Technician (Sound) Fixed Term to 31 March 2019
Department	Production
Responsible to	Technical Manager
Responsible for	
Key working relationships	Artistic Director Executive Director Producer Head Of Production Technical Manager Technicians Head Of Construction Creative Teams Creative Learning & Talent Team Trainees/Apprentices Casual/Freelance Technical Staff

### The Mercury Theatre

The Mercury Theatre Colchester enjoys an excellent reputation for the quality of the work it produces and presents in its two auditoria and through its many community and education partnerships. We aim to cement the theatre's position as one of the main centres of artistic excellence in the East of England by building an audience for a critically acclaimed programme of drama, dance, music theatre and family theatre at the Mercury and on tour.

Born out of the Colchester Repertory Company in 1937, and relocating to its current home in 1972, the Mercury now boasts a Main Theatre (c500 seats), a newly refurbished Studio Theatre (c100 seats), full on-site workshop and wardrobe facilities, award-winning customer service, and a turnover in excess of £4m annually, making it both a significant local employer and a major driver of Colchester's creative economy.

## **Vision**

Our vision is of the Mercury as a vibrant, welcoming artistic hub at the heart of the cultural life of Colchester and Essex; a place where the diverse communities of the town and its surrounding region can come together to experience exceptional live theatre and a rich programme of other performing arts; a place where anyone, regardless of background, can get involved with our creative processes and start to realise their own creative potential.

Our vision is of the Mercury as a strategically important part of the national theatre ecology and the wider creative sector, providing an important regional pipeline for creative and technical talent and contributing to the range and quality of middle-scale touring theatre, with a particular focus on drama and work for children and families.

## **Strategic Aims**

### **Create exceptional shared live experiences, accessible to all**

- Preserve and enhance the Mercury's role as a locally rooted, nationally ambitious producing theatre
- Provide a range of opportunities for people of all ages and backgrounds to explore their untapped potential
- Develop our role in the wider industry: act as a catalyst for skills development and support mid-scale touring
- Serve the diverse communities of Colchester and North Essex, contributing to a sense of place

### **Transform the Mercury**

- Successfully deliver our major capital project and offsite season
- Connect with communities and stakeholders through excellent communications

### **Be resilient and work with partners who challenge us and help us grow**

- Establish and develop long-term creative and business partnerships
- Establish new independent income streams and strengthen existing income streams
- Ensure good governance and develop further operational efficiencies
- Develop and maximise the talents of a diverse, highly-skilled and flexible staff team

## Context

Our Production Department is responsible for delivering the technical and stage management aspects of the Mercury's artistic programme, including but not limited to Made in Colchester productions, visiting performing arts companies/artists and Creative Learning & Talent activity.

The Senior Technician (Sound), will manage all sound elements of Made in Colchester productions. This includes, but is not limited to, undertaking the Sound #1 position for rehearsals, technical rehearsal and performances of all Made In Colchester productions.

During the course of the contract we have four major productions that you will lead on all sound requirements for, in liaison with the Technical Manager and Sound Designer. These shows are:

- 'Pieces of String' – a brand new UK musical produced and premiering at the Mercury Theatre.
- In the Summer we present 'Babe' - a family production where we employ actor-musicians, adding particular demands on the sound department as this is a strong cast of performers playing a multitude of instruments throughout the performance.
- In the Autumn we have a further musical with a large cast (title to be announced), followed by:
- Our annual Pantomime (November through to January) which this year will be 'Jack & The Beanstalk'. This again involves a large cast, including eight strong Junior Chorus, and a panto pit-band.

The successful candidate will lead on all sound production within the theatre, for both our in-house shows and our visiting work where you will need to ensure technical requirements are achievable, and offering solutions and creative ideas to the process.

All sound installations and get-ins will need to be led by the Senior Technician (Sound), and leading a team of technicians to competently, safely, and efficiently produce all aspects of sound for the company. This is a great opportunity for someone with excellent skills in mixing sound, and sound installation to be a part of a thriving regional theatre and its forthcoming programme. Some of our visiting work will also require live mixing by the Senior Sound technician, to deliver excellent service to all productions at the Mercury.

Our Studio Theatre, where visiting work and in-house work is presented, is a 7.1 surround sound room with flexibility for creative sound design especially when producing our own work. You will be encouraged to engage creatively with this role and with your colleagues across all departments to deliver high quality sound expertise to every project we engage with.

## **Main Duties**

In conjunction with other members of the Technical team, the Senior Technician will take responsibility for:

- Providing technical support for Made in Colchester productions/touring
- Providing technical support for visiting companies/artists
- Providing technical support for Creative Learning & Talent activities
- Assisting in the maintenance of the Mercury's technical equipment

## **Specific Responsibilities**

The Senior Technician (Sound) will be required to:

1. Work proactively as a member of the Production department.
2. Work proactively with staff in other departments within the Mercury Theatre.
3. Adhere to current Mercury Theatre Health & Safety policy & procedures.
4. Operate shows as required and as per an agreed rota.
5. Act as Duty Technician / Show Crew as required and as per an agreed rota.
6. Contribute to fit-ups, get-outs, techs as required and as per an agreed rota.
7. Contribute to touring/transfer of Made in Colchester shows as required.
8. Support the delivery of Creative Learning & Talent activities as required.
9. Support any Trainees/Apprentices working within the Technical team.
10. Carry out maintenance as required.
11. Carry out and record stage and technical equipment safety checks.
12. Carry out and record Portable Appliance Testing (PAT).
13. Maintain up-to-date knowledge of theatre sound technologies.
14. Advise on repair/renewal of the Mercury's sound equipment.
15. Maintain appropriate stock of regularly used materials/resources.
16. Contribute to maintaining a clean, tidy and safe working environment.
17. Maintain accurate records of hours worked.
18. Assist in the recording/control of hours worked by casual/freelance technical staff.
19. Attend staff, department and production meetings as required.
20. Undertake Key Holder duties as required.
21. Undertake First Aider duties as required.

## **General Responsibilities**

The Senior Technician will also be required to:

22. Prepare and submit reports and financial information as required.
23. Maintain a working knowledge of the Mercury Theatre's wider artistic programme, including its Creative Learning & Talent and New Work / Talent Development activities.
24. Undertake training as required.
25. Undertake any further duties as may be reasonably requested.
26. Deputise for the Deputy Technical Manager and Technical Manager as required.

NB. 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

### Personal Qualities

- Self-disciplined, organised and self-motivating.
- Ability to work as part of a flexible team, responding to instructions, contributing ideas, supporting other team members and taking a lead on projects as required.
- Adaptable and receptive to new ideas and initiatives.
- Ability to work under pressure and manage competing deadlines.
- Good organisational/housekeeping skills.
- Excellent interpersonal skills with an ability to listen, build rapport and communicate with people at all levels.
- Creative flair.

### Professional Competencies

#### Essential

- A relevant professional qualification to City & Guilds, GNVQ Level 4, HND or degree level or at least two years' experience in a theatre or related technical environment.
- Current knowledge of theatre sound technologies.
- Current knowledge of rigging/flying techniques relating to electrical equipment.
- Experience of mixing live for theatrical performance.
- Ability to interpret/implement sound plans.
- Ability to identify/rectify faults within electrical systems.
- Experience of rigging/configuring theatre sound equipment.
- Experience of programming/operating sound desks.
- Experience of programming/operating QLab.
- Ability to read ground plans.
- Experience of participating in fit-ups, get-outs and technical rehearsals.
- Experience of successfully working within teams.
- Awareness of Health & Safety legislation/responsibilities.
- Ability to work at heights.
- Experience of ensuring the efficient use of resources.

#### Desirable

- Experience of operating a Yamaha M7 and/or Digico SD9
- Experience of maintaining lighting/sound equipment.
- Experience of programming/operating lighting/sound desks.
- Knowledge of theatrical electrical installations
- Stage Carpentry Skills
- Full UK driving license
- First Aider Qualification

## Outline Terms and Conditions

**Salary:** £22,056 per annum

**Hours:** **Fixed term to 31 March 2019.**

45 hours per week (42 hours plus meal breaks) Monday - Sunday , although additional hours may be necessary in order to fulfil the post's requirements for which Time Off In Lieu is available.

Hours are allocated as per the technical rota in advance to support produced and visiting shows. This post will require the successful candidate to work unsocial hours.

### **UK Theatre/BECTU Get Out Payments**

Additional payments for UK Theatre /BECTU Commercial Get Outs.

### **Missed Meal Breaks**

The terms for missed meal breaks are calculated in 15 minutes segments equal to the Equity terms and conditions.

**Annual Leave:** Annual leave entitlement is 24 days for each holiday year plus statutory Bank Holidays. Annual leave entitlement increases by 1 day for each full year served, to a maximum of 30 days.

**Probationary Period:** Three months.

**Notice Period:** One month by either party in writing after an initial probationary period during which time the notice period is one week.

**DBS Check:** A DBS check will be required.

**Pension:** Colchester Mercury Theatre Ltd operates a Stakeholder Pension scheme. Full details are available from the Finance Department.

**Other Benefits:** Discount on food/drinks in the Mercury's bar and restaurant.  
Free tickets, subject to availability and the Mercury's ticket policy.  
An interest free season ticket loan.

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**