

## **Duty Technician Job Description (fixed term)**

### **About Oldham Coliseum Theatre**

Oldham Coliseum Theatre provides distinctive and high-quality theatre performance and participatory activities, inspiring individuals and communities and making meaningful contributions to social and cultural regeneration in Oldham, Greater Manchester and nationally. Fostering a culture of aspiration, the theatre delivers a wide range of life-changing cultural experience, emphasising and promoting collaboration, sustainability and community cohesion.

Following the closure of the original building on Fairbottom Street on 31 March 2023, Oldham Coliseum Theatre is currently focused on delivering a cultural programme across the borough and working with Oldham Council on their plans for a new theatre opening in 2026.

The new building will be part of Oldham's Cultural Quarter and will provide a more modern, accessible venue for performers, participants in our engagement programme and audiences from Oldham and beyond.

### **Purpose**

The Duty Technician will support the Technical Manager with the build and run of Roundabout, a 167-seater pop-up theatre that will host an artistic programme - including a variety of live events - from April until mid-July 2024. Focusing on work made in Oldham, the Coliseum at the Roundabout will bring relevant and entertaining stories for the whole family to enjoy.

The Duty Technician, working closely with the Technical Manager, is responsible for the smooth and efficient day to day running of all technical aspects of the programme.

Based onsite, you will be confident with the ETC lighting desk thanks to a two-day training programme provided as part of this contract. During the technical rehearsals, you will support in house productions and visiting companies with lighting and sound set up. During performances, you will be based backstage, ensuring compliance with health and safety procedures, solving technical issues behind the scenes and liaising with the FOH team.

### **How to apply**

If you're interested in this opportunity, we'd love to hear from you. Please send the following to [info@coliseum.org.uk](mailto:info@coliseum.org.uk)

- An up-to-date copy of your CV
- One side of A4 paper or a 3-minute video, which explains your interest in the role and how you meet the requirements of the person specification
- The names and contact details of two referees whom we can contact should you be successful
- A completed equal opportunities monitoring form: <https://forms.gle/YW2Ft6cd2pnay942A>

We are currently recruiting for this position on a rolling basis and therefore we would recommend applying as soon as possible.

If you need support or reasonable adjustments with this process, or have any questions, please email [info@coliseum.org.uk](mailto:info@coliseum.org.uk)

We want to create a community where everyone feels valued regardless of their background, identity, or circumstances. We are committed to equality and diversity within our workforce and particularly encourage those from under-represented backgrounds to apply.

## **Job description**

**Responsible to:** Technical Manager

**Responsible for:** Stage managers/technical operators (casual)

**Works closely with:** Production Manager (Paines Plough), Producer (Roundabout), FOH/ Duty Managers (casual), FOH assistants/ ushers (casual), visiting company personnel

## **Main Duties and Responsibilities:**

### **Management**

- Take a lead role in the day-to-day management and operation of the venue, ensuring all events operate smoothly and efficiently.
- Work with the Technical Manager to implement policies and plans for the venue and to ensure they are compliant, clearly communicated and fit for purpose
- Assist with the training of freelance and casual technical staff as required, including inducting them in venue Health and Safety (H&S) policies
- To be responsible for maintaining the venue, storage facilities and backstage areas at all times.
- To assist and deputise for the Technical Manager as required.

### **Production and Events**

- Be on duty during performances, powering up equipment for the show, troubleshooting and powering down at the end of the evening.
- Provide lighting/sound design on events as appropriate and operate shows as required.
- Liaise with and support visiting companies during pre- production and performance weeks, advising on and supporting their visit.
- Lead on technical aspects of fit-ups - including rigging, focusing, plotting LX and sound checks, as necessary.
- Facilitate, including technical set up, the performances designated as captioned or audio-described performances.

### **Health and Safety**

- Abide by and promote the theatre's health and safety policy in conjunction with current health & safety legislation
- Ensure that all visiting companies receive safety and building inductions and are fully versed in venue procedures and fire and evacuation procedures.
- Ensure that all technical and front of house staff are familiar with the theatre's fire evacuation procedures.
- Work closely with the General Manager and Technical Manager to develop and implement risk assessments.
- Be a first aider
- Ensure that all theatre areas are in a presentable and safe state, fire exits are clear and any repairs are acted upon and reported, advising the Technical Manager of any works needed

### **Other**

- Represent the Coliseum at relevant meetings and events
- Actively participate in training events as appropriate
- Maintain the confidentiality of all affairs of the Coliseum that should properly remain confidential
- Be an effective representative of the Coliseum in all situations, demonstrating the highest level of customer care and promoting the theatre's work and charitable objectives
- Work in the best interests of the Coliseum and in accordance with company policies such as but not limited to equal opportunities, Health and Safety, safeguarding and IT
- To carry out any other reasonable duties as determined by the Producer and/ or Technical Manager

## Experience

We're looking for an excellent, self-motivated person to support the company's work and vision. The Coliseum has plans to once again be a busy producing theatre; we are currently a small team with high expectations.

## Essential

- A good all-round knowledge of technical theatre and stagecraft
- Experience as a technician on events, an arts venue or similar setting
- Knowledge and practical experience of Health and Safety regulations with experience of implementing and monitoring safe working practices.
- Experience in staff supervision
- Excellent team worker with good time management skills and the ability to work under pressure and to deadlines
- Excellent verbal and interpersonal and good written communication skills
- Strong organisational, time management and prioritisation skills with the ability to work effectively under pressure and the flexibility to adapt quickly to demands
- Ability to exercise initiative, take personal responsibility and resolve issues independently.
- An understanding of equal opportunity and cultural diversity issues in the delivery of our services

## Desirable

- Ability to read lighting plans and ground plans
- Knowledge of and experience of current rigging and working at height practices
- Experience of workshop tools and machinery
- Experience of programming and / or operating ETC EOS lighting desks
- Experience of working with Yamaha Digital sound desks, Qlab and Dante control networks
- First Aid qualification

## Terms and conditions

Salary:	£25,000 pro rata
Hours:	Full time (37.5 hours per week)
Holidays:	30 days pro rata inclusive of bank holidays
Start date:	April 2024
Duration:	Fixed term
Probation:	Four weeks
Location:	Oldham, Greater Manchester; some remote work