



JOB DESCRIPTION Technician

Post:	Technician
Employer:	Hull Truck Theatre
Department:	Production
Line Manager:	Head of Production and Technical
Reports to:	Head of Lighting, Sound and Video, Head of Stage
Report From:	Casuals, Work Experience
Grade:	Officer
Responsible for:	To support both the produced and presented programme on stage and through technical support and administration duties.

Job Description:

To provide high quality stage, technical and administration support on our programme of events which includes, though not exclusively, all the work of Hull Truck Theatre (HTT) in performance or rehearsal, visiting companies including one-night performances, co-productions, Creative Learning and Community Engagement activity, corporate events, workshops/development projects at HTT and at any other venue, or on tour.

Individual Responsibilities:

Technical and Stage

- Provide support with and undertake duties associated with all aspects of productions (including stage preparation, rigging, focussing, lighting and sound programming, Stage Management, rehearsal support, fits ups and get outs).
- Ensure that all work carried out conforms with the latest Health & Safety regulations, HTT's Health & Safety policy and working practices (including ABTT best practice guides) especially in respect of all technical aspects of productions. Understanding and commitment to high production values of live performance.
- To act as show crew, Duty Stage Manager, operation of lighting and sound for various types of productions.
- Act as point of contact on arrival for visiting companies and ensure that safety induction information is given.
- Work effectively to deliver smooth and efficient get in's and get out's.

- Carry out maintenance and servicing of equipment and work/workshop spaces as required.
- Assist in preparation for, and co-ordination of annual testing of equipment.
- Sourcing / creation and maintenance of props for productions as required.
- To undertake technical design work as appropriate for community and creative learning projects.
- To support Creative Learning and Community Engagement projects and events, including productions, workshops and career events.
- To check show reports and ensure any relevant repair or maintenance needed is carried out in a timely way in conjunction with line manager.

Administration and Finance

- Undertake departmental administration tasks as required by Head of Production and Technical.
- Assist in preparation for, and co-ordination of annual testing of equipment e.g. LOLER.
- Facilitate information sharing between visiting companies and the technical and production team, communicating any departure from expected requirements at the earliest opportunity or any potential problems in carrying out expected duties.
- To attend and arrange meetings as required.
- To minute production department meetings and distribute accordingly, as advised by the Head of Production and Technical.
- To work in a spirit of co-operation with other departments.
- Carry out maintenance and servicing of all technical equipment and stock as required.
- Operate within systems of financial accountability for expenditure.
- To support in the processing of invoices and purchase orders.
- Undertake production department admin tasks, as required by the wider team.
- Assist in the organisation and maintenance of HTT storage spaces.
- To carry out risk assessments where necessary in conjunction with the Head of Production & Technical.

General

- To attend training courses and development opportunities as required.
- To undertake and assist in other areas of the Productions department's work that may lie outside these principle functions.
- Complete any other delegated task that may assist the company in achieving its business objectives. Such tasks will not be of an unreasonable nature and shall be commensurate with the level of the post.
- To work within, promote and comply with current legislation and Hull Truck Theatre's policies on Equality, inclusion, safeguarding and Health & Safety both in the delivery of services and the treatment of others and ensure adherence by freelancers.
- The Health and Safety at Work Act and other associated legislation places responsibility for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of



themselves and other employees in accordance with legislation and the Company's Health and Safety Policy.

- To promote, develop and comply with the theatre's green policies and practices to lessen the environmental impact of Hull Truck Theatre
- Play an integrated role in the company through pro-active and regular communication – both formal and informal - with other staff
- All employees are expected to take positive action to promote Equal Opportunities in all aspects of the work of Hull Truck Theatre
- The above duties may involve having access to information of a confidential nature, which may be covered by the General Data Protection Regulation. Confidentiality must be maintained at all times To always act in the interests of Hull Truck Theatre
- The above accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility

Person specification:

Essential

- Practical experience/working knowledge of a theatre environment..
- Previous experience of get-in's, fit up's & get out's
- Proven interest in at least one of lighting, sound, staging & rigging
- IT literate, with experience in using excel, word and outlook.
- Strong organisational skills and the ability to prioritize workload.
- Ability to work under pressure and to deadlines.
- Ability to communicate effectively with a wide range of people including artists and creative teams.
- Ability to work with others to collectively achieve the goals of the team.
- Working knowledge of Health & Safety procedures and its implications in a theatre environment.
- Self-motivated and resourceful with a positive outlook.
- Adaptable, flexible, with a calm, practical approach.

Desirable

- Qualification in technical theatre or stage management
- Experience of ION/ EOS lighting system
- Ability to read and understand technical drawings and ground plans.
- Previous experience of supervising get-in's, fit up's and get out's.
- Previous experience of setting up & operating audio-visual systems.
- Full clean driving licence, including experience driving vans.
- Basic construction skills including experience of using power tools.

Terms and Conditions:

- This is a full-time job with regular evening and weekend work. The normal hours of work will be 1950 hours annualised over each year (September to August) excluding meal breaks.
- This is an Officer Grade post. The salary depending on experience will be - £19-21k starting salary to be agreed. Which will be paid monthly in arrears.



- There will be regular evening and weekend work. The post-holder will be expected to offer reasonable flexibility in their working arrangements where it is considered necessary to undertake the duties they have been employed to perform.
- Premium payments are payable for Sunday working or working between Midnight and 8am.
- There is a probation period of 3 months during which time the notice period is 2 weeks. After confirmation of appointment the employee is required to give 2 months' written notice to the company, and the company will give 1-month written notice to the employee, and after 4 years' service one additional week's notice for each additional year of continuous service thereafter up to a maximum of 12 weeks.
- Holiday – 28 days per annum (including public holidays) rising by one day per every complete year worked, to a maximum annual holiday entitlement of 33 days. The theatre is open over Christmas/New Year (except Christmas Day and New Year's Day) and all departments are required to be staffed during normal working hours during this time.
- Hull Truck operates an auto enrolment pension scheme through Now Pensions. Further details are available.
- On appointment, the successful candidate must be able to provide the correct documents as proof of their right to work in the UK.
- Staff are entitled to tickets for shows, subject to conditions and discount at the Theatre's catering operations.
- The candidate's contract of employment with Hull Truck Theatre does not come into force until the first day of work.
- Hull Truck Theatre's staff handbook outlines the terms on sick pay, maternity leave/pay, paternity leave/pay, grievance/discipline and all other relevant staff matters.
- Flexible working requests welcomed
- Hull Truck Theatre is a Disability Confident Employer.

Inclusion and Equality:

At Hull Truck Theatre we want to create and sustain a productive, diverse and inclusive working environment. We ask everyone who works with us to champion this ambition and embed it in their day to day work. We actively seek and encourage applications from those under-represented within our sector and welcome opportunities to facilitate job shares and flexible working to ensure our recruitment process and workforce is as open and accessible as possible.

Environmental sustainability

We aim to be an environmentally sustainable organisation and ask that our all our teams work to support this. In doing so we are seeking to promote efficient and sustainable practices that create minimal impact.

Deadline for applications is Monday 6th December 2021
Interviews will be week commencing 13th December 2021



Background Information

About Hull Truck Theatre

OUR MISSION

Hull Truck Theatre is a pioneering theatre with a unique Northern voice, locally rooted, global in outlook, inspiring artists, audiences and communities to reach their greatest potential.

OUR VISION

To produce and present inspiring theatre that reflects the diversity of a modern Britain. To provide the resources, space and support to grow people and ideas, be an ambassador for our city, a flagship for our region and a welcoming home for our communities.

OUR VALUES

We are committed to our core values of Inclusion, Innovation and Integrity.

Led by these values we are:

- ***Creative and Collaborative,***
- ***Imaginative and Inspiring,***
- ***Accessible and Relevant,***
- ***Resilient and Sustainable.***

"We tell inspiring stories dug from the heart of our city, alongside tales from the wider world, that reflect the diverse range of communities and creative voices that populate our nation. We produce exceptional drama made here in Hull, often showcasing new talent and are ambitious, bold and committed to our core values of Inclusion, Innovation and Integrity." **Mark Babych, Artistic Director**

Hull Truck Theatre Company is a registered charity and consists of the theatre which produces and presents theatre in two auditoria (The Heron – 459 seats and The Studio – 135 seats).

Over recent years Hull Truck Theatre has been on a journey of significant change. On stage we reach an audience of over 70,000 and continue to build on the momentum of Hull UK City of Culture 2017, when we delivered an ambitious year of exceptional drama.

Through our work with schools and local communities we engage with 14,000 young people, disabled groups and adults, offering opportunities to participate in the arts, whether as a first step into a career, a way to build confidence and meet new people, or as a part of a rounded education. Our groundbreaking Community Dialogues programme builds on long-term partnerships within Hull's local communities to address inequalities in accessing the arts.

In response to the Covid 19 pandemic we continued to engage with our audiences, artists and communities online and invested in technology to embed high quality digital engagement opportunities in our future. We're delighted to be welcoming audiences back to the theatre, bringing people together safely to experience live performance once more.



In 2022 we celebrate 50 years of Hull Truck Theatre. We're doing this by focusing on the thing that makes Hull Truck Theatre magic – the people. Without our supportive audiences, generous funders, talented artists, passionate participants and dedicated staff, this theatre wouldn't have kept its place at the heart of Hull's creative core for half a century.

We'll be taking a look back at the journey since 1972 to the present, but also looking to the future and asking, what will the next 50 years hold? How will Hull Truck Theatre continue to inspire future generations?

With the inspiring leadership of Mark Babych (Artistic Director) and Janthi Mills-Ward (Executive Director), the theatre is on the next stage of its exceptional journey, creating a vibrant 21st-century cultural organisation.

If you would like this application form in any other format such as large print or on a different colour background, please contact admin@hulltruck.co.uk.

