# TIVMANCO LIMITED - TIVOLI THEATRE

**JOB DESCRIPTION**

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| **POST:** Casual Technician June 2022 |  |
| **RESPONSIBLE TO:** TECHNICAL/PRODUCTION MANAGER | **RESPONSIBLE FOR:**   |

This job description is intended as a working document only, giving a guideline to the major tasks to be performed. It is anticipated that the post will develop and working practices will change to meet the demands of the service.

JOB PURPOSE

To support the Technical/ Production Manager with required tasks needed to run a show/backstage area.

Key roles

1. **Participate in fit ups, shows, and get outs for touring productions.**
2. **Under the guidance of the Technical/ Production Manager have responsibility for all production areas including stage, dressing rooms, housekeeping, and basic maintenance.**
3. **Other Duties as may be required**

KEY Tasks

1. **Participate in fit ups, shows, and get outs for touring productions.**
2. To carry out general maintenance
3. To help with unloading and loading of vans/trucks
4. To help with setting up/operation of larger sets for musicals and dramas
5. To adhere to rider/tech specs required at live shows
6. Operate/set up sound equipment where required
7. Operate/focus lighting equipment where required
8. To operate followspots when required
9. Active role with safe and efficient operation of stage and flying equipment under the theatre's rules of operation
10. Always remain presentable wearing the correct attire
11. Provide weekly or daily reports of any maintenance that needs to be carried out or orders that need to be placed.
12. Work as part of a team as well as being independent to carry out tasks
13. To plan and take responsibility alongside the Head of Sound in the absence of the Technical/ Production Manager.
14. **Under the guidance of the Technical/ Production Manager have responsibility for all production areas including stage, dressing rooms, housekeeping, and basic maintenance.**
15. Responsibility to ensure the health and safety of self and others in the stage area
16. Always keep backstage and production areas clean and tidy
17. Assist with locking up/opening the building.
18. Assist with basic maintenance.
19. **Other Duties as may be required**
20. Assist Technical/ Production Manager with other duties as may be required from time to time.
21. Have an active involvement in self-development and learning in other duties as the role develops.