

READING  
REP  
THEATRE

# Job Application Pack



# About Reading Rep

## 'At last Reading has it's own producing theatre' The Stage

In 2012, Paul Stacey founded Reading Rep with a vision to help revitalise Reading's cultural landscape by making and creating the highest quality theatre – with, by and for Reading.

Starting from a small 60 seater studio venue, Reading Rep has grown into a 175 seat, state of the art theatre, creating world class work. Reading Rep's award-winning work has been co-produced with leading theatres and frequently reaches far wider than the theatre, with work touring both regionally and nationally.

From these humble beginnings the company have gone on to produce productions with many of the UK's leading emerging theatre makers, including Barney Norris, Roy Alexander Weise, Cathal Cleary Mike Fentimen, Audrey Brisson, Anna Poppelwell and Phoebe Eclair- Powell.

Reading Rep's work sits at the heart of the community, and continues offstage with out flagship community outreach programme ENGAGE which exists to provide access to the arts to those who otherwise may not be able to.







**Reading Rep Theatre**  
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Reading Repertory Theatre  
Registered company no.: 7907370  
Registered Charity no.: 1147048

## **JOB DESCRIPTION: Senior Technician**

### **MAIN PURPOSE OF POSITION**

- To be responsible for the day-to-day technical requirements of the venue and the safe presentation of all productions, hires and events across the RRT schedule.

### **You'll be responsible for:**

#### **Technical and Production**

- To be responsible for the technical requirements of the venue, ensuring a safe operation for staff and visiting companies, artists, technicians and associated personnel;
- To liaise with visiting companies, promoters, producers and hirers on providing relevant services;
- Ensure the successful presentation of all shows and events within the venue ensuring the highest possible standards are maintained for visiting companies and the customer;
- To provide line management to the freelance and casual technical teams;
- Schedule duty technician shifts as well as delivering as many hours as possible in house;
- Work as a production manager on small productions and projects;
- Support the freelance production manager to deliver shows to the highest standard.

#### **Health and Safety**

- To ensure that Risk Assessments and method statements are regularly carried out for the building and for every production and that all necessary alterations are updated;
- To work within company policy and agreed industry terms: abiding by, supporting, implementing and developing the theatre's Health and Safety Policy, and ensuring that all members of the company are trained in and comply with emergency and safety procedures in consultation with the General Manager;
- To ensure that no design obstructs permanent fire exits or passageways, that the company maintains the theatre areas in a presentable and safe state, that fire exits are kept clear, any repairs are acted upon and reported.

## **Building and Equipment Maintenance**

- To work with the Executive Team on developing the organisation's equipment and maintenance infrastructure;
- To suggest upgrades and new equipment with costings where appropriate;
- To manage maintenance issues, ensuring the good repair of the theatre and backstage spaces and contribute to any upgrade works, as required;
- To support the general maintenance of the building in consultation with the General Manager.

## **Duty Management**

- To act as Duty Manager for live events and activities across all spaces;
- Be responsible for opening and closing the building, and completing all necessary safety and security checks;
- Take a lead role in the management of incidents and emergencies when on duty.

## **General**

- To establish and maintain useful and appropriate communication protocols;
- Actively develop and take a lead role in sustainability policies, initiatives and practices for the department;
- Adhere to, and actively contribute to all Reading Rep Theatre policies, including Equality, Diversity and Inclusion, Sustainability and Health & Safety;
- To maximise income and minimise expenditure wherever possible, without jeopardising the quality of the work or the reputation of Reading Rep Theatre;
- To act always in the best interest of Reading Rep Theatre;
- Any other duties as reasonably required.

## **Person Specification:**

### **Essential:**

- An affinity for the mission, vision and work of Reading Rep Theatre and a passion to help achieve the theatre's success
- Proven working knowledge of Lighting, Sound and AV equipment
- Experience in working in a busy arts environment
- Some experience of working with and managing freelance creative staff, production staff and stage managers.
- Knowledge of production related health and safety
- Excellent time management and scheduling
- Proven excellent organisational skills
- Calm under pressure and able to multitask
- Excellent attention to detail
- Proven IT skills

**Desirable:**

- First Aid qualification
- Experience of using CAD
- IOSH trained
- Knowledge of sustainable working practices
- An understanding of equal opportunity and cultural diversity issues in the delivery of our services.

**JOB SUMMARY**

**Line Manager:** General Manager

**Responsible for:** Stage Managers, all freelance technical staff, FOH staff and volunteers

**Salary:** £22,000- £28,000 pa depending on experience. Full time/ part time/ freelance/ flexible working/ job share considered.

This is a fixed term contract for a period of 23 months with the possibility of extension.

**Hours:** 40 hours per week. It is expected that time off in lieu will be acceptable after 1 month in the role as agreed with the line manager. This role will include shift working.

**Holiday:** 20 days plus bank holidays per annum. Raising 1 day per annum for each year of service to a maximum of 25.

**Probation period:** 6 months

**Notice Period:** 1 month during probation and 3 months thereafter.

**Pension:** Reading Rep operates a NEST pension scheme and will make a 3% employer contribution.

**Start Date:** TBD with the successful candidate

**Location:** Reading Rep Theatre, King's Road, Reading, RG1 4LY. We have an admin office in the adjoining Reading College Campus.

All staff are expected to take an active part in the artistic life of the organisation.

We actively encourage people from a variety of backgrounds with different skills and stories to join us and influence and develop our working practice. We are particularly keen to hear from people of colour and candidates who self-identify as disabled. Reading Rep Theatre is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

## HOW TO APPLY

To apply, please send your CV and a short covering letter demonstrating how your experience, skills and qualities make you the ideal candidate for this role to **jobs@readingrep.com**

Please put **Senior Technician** in the subject line of your email. Please ensure you send back a completed equal opportunities monitoring form as part of the application.

If you would like an informal discussion please email General Manager Ellie Gavin on [ellie@readingrep.com](mailto:ellie@readingrep.com)