

# Duty Technician



The Duty Technician is a new position within the CPT Technical Team. Managed by the Technical Manager, you will be responsible for the smooth delivery of performances and live events, ensuring high standards of technical excellence and health and safety are met throughout the venue. You will also support the Technical Manager with a variety of administrative tasks required to deliver the busy and varied CPT Programme. This is a hands-on role for a self-motivated and adaptable team player, who is excited about the work that CPT delivers.

This is a casual contract, and hours will vary each week. Shifts will be agreed in advance with the Technical Manager to reflect programme delivery.

**Responsible to:** Technical Manager (TM)

**Key Relationships:** FOH Manager, Deputy General Manager (DGM), Freelance Technicians

## Job description

*This job description is a guide to the nature of the work required of this role. It is not wholly comprehensive or restrictive and may be reviewed as required. All CPT staff are expected to work collaboratively to undertake any other reasonable tasks for the benefit of the company.*

## Administration

Support the technical manager in the following areas:

- Maintaining good communication between visiting companies and CPT, liaising in advance to ensure expectations are appropriately managed and visiting companies fulfil their contractual requirements
- Organising the technical calendar - including scheduling technical rehearsals
- Organising staffing - including sending weekly briefing emails to technicians
- Building and technical maintenance

## As Operating Technician

- To acknowledge the receipt of shift briefing emails which detail technical requirements of shows and events
- To work with Companies during technical rehearsals to achieve their technical requirements
- To liaise with CPT front of house staff before, during and after shows and events
- To leave the space clean, tidy and organised and ensure that CPT equipment is stored safely and securely after shows and events finish
- To arrive in good time for each shift
- To provide a friendly and welcoming service to Companies
- To operate shows and events where required
- To uphold CPT health and safety policies and work within the confines of CPT risk assessment and House Rules at all times while working and ensure that Companies do the same

- To communicate any problems where they arise to the Technical Manager or Deputy General Manager

### **Essential skills, qualities and experience**

- Enthusiasm and interest for CPT's programme and mission statement
- A good communicator with strong interpersonal skills
- Confident in using own initiative, and a proactive attitude to work
- Ability to prioritise, multi-task and work to tight deadlines
- Flexible and creative approach to work
- Demonstrable, relevant experience in a technical role
- Extensive knowledge of lighting (ETC consoles), sound and AV equipment – ability to troubleshoot with ease
- Awareness of health and safety requirements in a theatre environment
- Available to work evenings and weekends

### **Desirable skills and experience**

- Experience with equipment maintenance - including PAT testing
- Demonstrable, relevant administrative experience

**It is intended that some of the duties of this job will involve working at height and lifting heavy objects. If you would require reasonable adjustments in order to perform these duties please email [jobs@cptheatre.co.uk](mailto:jobs@cptheatre.co.uk) before applying, to discuss what we can provide.**

### **The Offer**

**Salary:** £12.05 per hour + 12% holiday entitlement. This is a PAYE contract.

**Hours:** This is a casual contract. The post holder will work varied weekly hours depending on programming. During programmed weeks, the post-holder can expect to work an average of 4 administrative hours per week. Operating Technician hours will vary each week & shifts will be agreed in advance with the Technical Manager to reflect the programme.

**Shift times:** Standard operating technician shift times are 10-10:30pm, 2-9pm, 2-10:30pm and 6-10:30pm, Monday to Sunday but can vary; minimum shift length is 4 hours.

### **Paid rest breaks**

- Shifts which last **6** hours or more will include one **30-minute** break
- Shifts which last **8** hours or more will include one **60-minute** break
- Shifts which last **10** hours or more will include two **60-minute** breaks (lunch and dinner).

**Benefits:** Flexible shifts, free tickets to CPT performances when available, staff discount at the bar.

## How to Apply

To apply, please send a CV and a cover letter (no more than one page) to [jobs@cptheatre.co.uk](mailto:jobs@cptheatre.co.uk) by **5pm Monday 5th September 2022** and complete our Equal Opportunities Form available via [this link](#).

We welcome and encourage applications from individuals without formal education and/or who identify as working class, LGBTQ+, neurodiverse, disabled, d/Deaf, and Global majority\* and/or migrant.

\*This includes people of Black Caribbean, Black African, South Asian, East Asian, South East Asian, Middle Eastern, Arab, Latinx, Jewish, Romany and Irish Traveller heritage.

CPT can cover some access support costs to submit an application where required. Please contact [jobs@cptheatre.co.uk](mailto:jobs@cptheatre.co.uk) with a quotation from your access support worker.