

# Duty Technician



## Job Description

The Duty Technician, managed by the Technical Manager, is responsible for the smooth delivery of performances and live events, playing a key role in CPT's mission to support early-career artists making adventurous, unconventional theatre. The Duty Technician will ensure 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 as and when 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, Programme & Venue Manager, Freelance Technicians

**Start date:** ASAP

## Key Responsibilities

This is not an exhaustive list, 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

Supporting 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, including filling in tech forms and risk assessments within deadlines.
- Reviewing the technical information submitted by companies, identifying any gaps or issues, and liaising with them to resolve.
- Ensuring that companies technical requirements (including risk assessments) are available to freelance technicians when working.
- Responding to technical enquiries from visiting companies
- Ensuring the theatre is safe, tidy and all equipment is working, notifying the Technical Manager of any broken equipment or health and safety risks.
- Keeping a record of hours worked and submitting your completed timesheet to the General Manager on a monthly basis
- Building and technical maintenance including the shared responsibility of keeping the storage and tech areas of the theatre in order

### **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, as required.
- To uphold CPT health and safety policies and work within the confines of CPT's Risk Assessment and House Rules at all times while working and ensure that companies do the same.
- To write, receive and follow technical handovers for show which require more than one CPT technician to operate on different nights.
- To communicate any problems where they arise to the Technical Manager or the Programme & Venue Manager.

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

- Enthusiasm and interest for CPT's programme and mission statement.
- Demonstrable, relevant experience in a technical role.
- Extensive knowledge of lighting (inc. ETC consoles), sound (inc. QLab) and AV equipment – ability to troubleshoot with ease.
- Awareness of, and willingness to follow health and safety requirements in a theatre environment and enforce those same requirements when working with companies.
- A flexible and creative approach to realising company's technical aspirations.
- 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.
- Available to work evenings and weekends.

### **Desirable skills and experience**

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

# The Offer

**Rate of pay:** £13.85 per hour + 12.07% statutory holiday pay. This is a PAYE contract, with tax and National Insurance deducted at source.

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

**Shift times:** Standard operating technician shift times are: 10am-10:30pm, 2-9pm, 2-10:30pm and 6-10:30pm, Monday to Sunday. Shift patterns can vary, depending on the programme. The 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, free teas and coffees.

## How to Apply

To apply, please send the following to [jobs@cptheatre.co.uk](mailto:jobs@cptheatre.co.uk) by **10am Monday 30th June 2025**:

- Your CV
- A supporting statement (no more than 500 words) outlining how you meet the role criteria
- Confirm that you have completed our Equal Opportunities Form available via [this link](#).

All applicants will be notified of whether they have been invited to interview no later than **Friday 4th July 2025**.

Interviews will be held on **8th or 10th July 2025 (date TBC)**- please let us know in your application if you are unable to make either of these dates.

We welcome and encourage applications from individuals without formal education; and/or from a low socio-economic background and/or who identify as:

- D/deaf and/or disabled
- Neurodiverse
- Global majority\* and/or migrant
- LGBTQ+

\*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.

All candidates who identify as disabled who demonstrate that they meet the essential criteria will be invited for an interview. If you feel this applies to you, please include the following sentence in your cover letter: **I would like my application to be considered under the Disability Confident Scheme.**

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.

**Please note:** It is intended that some of the duties of this job will involve working at height on a ladder and lifting heavy objects. The tech desk is only accessible via a ladder. 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.

