

LYRIC



THEATRE TECHNICIAN

*Job Description and
Application Information*

BACKGROUND

The Lyric Theatre enjoys a special place within Northern Ireland's artistic landscape. As a prolific production house, the Lyric is the beating cultural heart of Northern Ireland – inspiring and entertaining audiences with both new and established plays and helping to launch the careers of some of our most famous actors, directors and playwrights. The Lyric is a playhouse for all. We are a shared civic space for artists and audiences alike; a creative hub for theatre-making, nurturing talent and promoting the critical role of the arts in society. Our mission is to create, entertain, and inspire.

The Lyric Theatre is a purpose-built modern theatre designed by architects O'Donnell + Tuomey and completed in 2011. It comprises two performance spaces, a rehearsal room, Café Bar, offices, meeting rooms, and workshop spaces. In 2021 it was awarded the RIAI Gold Medal for Architecture.

As Northern Ireland's only full-time producing theatre, each year we produce 9 or 10 full-scale productions, 2 of which run concurrently at Christmas. We also receive visiting work from touring companies. We stage some 400 performances each year and are the largest employer of theatre practitioners in Northern Ireland. Our modern theatre opened in 2011 and consists of the 390-seat main stage and the 124-seat flexible Naughton Studio. In recent years, the theatre won 4 Irish Theatre Awards, was voted NI's most welcoming theatre, staged co-productions with the Abbey Theatre, Soho Theatre and the Dublin Theatre Festival and toured to New York, London, Glasgow, and Dublin. In 2021 we were shortlisted for Theatre of the Year in The Stage Awards.

There are two group companies. Lyric Theatre NI (The parent company) is a company limited by guarantee and a registered charity and is also the owner and operator of the theatre and the primary recipient of grant funding. Lyric Players Theatre Productions Limited is a wholly owned subsidiary of Lyric Theatre NI and is responsible for producing professional theatre productions and the operation of food and beverage operations within the theatre. The combined turnover of the two companies is in excess of £2.9 million. The two companies employ in excess of 80 employees. For more information on the Lyric Theatre, visit www.lyrictheatre.co.uk.

PURPOSE OF THE POST

There is an in-house team of three multi-skilled theatre technicians who cover all aspects of technical theatre production including sound, lighting, video, stagecraft and flying. The Technical Department also includes a Technical Manager and a Senior Production Technician. The Technical Department are responsible for the onstage delivery of both the Lyric's in-house programme and the visiting programme in both performance spaces. They work closely with and as part of the Lyric's in-house production teams and supervise and support visiting companies who present work at the Lyric.

The technicians are a key members of the Lyric Theatre's operational team acting as duty technicians to ensure fire and health and safety compliance during public performances. They ensure that the performance spaces, technical equipment, and backstage areas are well maintained to provide a safe and efficient working environment for all users of the theatre.

JOB TITLE

This title of this post is **Theatre Technician**.

RESPONSIBLE TO

Technical Manager.

KEY RELATIONSHIPS

Head of Production; Production Management; Production and Programming Teams; FOH and Customer Services Team; Building and Facilities Team; Visiting Companies; Contractors.

LOCATION

The post is based at the Lyric Theatre, 55 Ridgeway Street, Belfast BT9 5FB. The successful applicant may also be required to be available to work off-site on location and on tour.

CONTRACT

The position is permanent and full-time. The notice period is 1 month.

WORKING WEEK

The working week runs Monday to Sunday. The average working week will be 43 hours worked across up to 6 days. Due to the nature of this position the weekly hours worked can vary significantly to meet the operational needs of the theatre and so a considerable degree of flexibility will be required from the post-holder.

Evening, weekend work, and unsociable hours are an inherent part of this job.

SALARY AND BENEFITS

Annual Salary is £26,000 (plus 3% pension contribution) per annum.

The Successful candidate will also receive:

- Access to a free and confidential Employee Assistance Programme;
- Auto Enrolment in pension scheme with employer contribution;
- A comprehensive induction and annual training programme;
- Complimentary ticket allowance for Lyric Theatre Productions.

ANNUAL LEAVE

24 days discretionary plus bank/public holidays (currently 11 days). There may be occasions when it is required to work on a public or bank holiday for which a day in lieu will be given.

PROBATIONARY PERIOD

The appointment will commence with a probation period of six months which may be terminated at a month's notice by either side during the period. During this time the organisation reserve the right to dismiss the employee for unsatisfactory performance without recourse to the disciplinary procedure.

MAIN DUTIES AND RESPONSIBILITIES

Technical Productions

- To ensure that all Lyric Production's production teams, and all visiting companies production teams feel welcome, engaged, and received the highest level of technical support available;
- To ensure that all productions which take place in either of the Lyric's performance spaces achieve the highest possible standard within the available resources of the organisation;
- To support rehearsals as required, including room set up, temporary staging, PA and sound playback;
- To deliver on all aspects of technical theatre production including:
 - Rigging and focusing of conventional and intelligent lighting fixtures;
 - Operation and programming of ETC EOS Family lighting consoles;
 - Set up of video and projector systems;
 - Set up of camera and broadcast systems;
 - Set up of PA, mic's and sound equipment;
 - Operation and programming of Qlab sound and video playback;
 - Safe loading and operation of counterweight flying systems;
 - Set up of staging systems and other stock staging equipment such as masking flats and other soft masking;
 - Set up for captioned, audio-described, and other accessible performances.

Operational and Financial

- To work a variable rostered schedule to meet the operational needs of the theatre;
- To act as Duty Technician and Duty Safety Officer when required to ensure operational health and safety compliance;
- To ensure that all production and technical work taking place is appropriately planned and staffed;
- To work with visiting companies to ensure their technical needs and staffing requirements are met;
- To ensure that all performance spaces, rehearsal spaces, workshops, gantries, and other working spaces are well maintained;
- To work as part of the team to maintain and repair technical equipment;
- To maintain a tidy and safe working environment for all users of the theatre;
- To ensure that all production companies, in-house and visiting, are appropriately briefed with respect to health and safety, first-aid, and fire responsibilities.

Health & Safety

- To support the Technical Manager to ensure health and safety compliance across the organisation and to champion good health and safety practices;
- To ensure that technical department and technical area risk assessments are carried out and distributed to all production teams and visiting companies where required;

- To undertake assigned training within the organisations Health and Safety training portal;
- To comply with all relevant legislation including the promotion of a health and safety culture within the production team;
- To be active in the continued development and delivery of a safe and healthy workplace including the development of safe and efficient systems of working;
- To keep abreast of current developments in health and safety;
- To remain current with industry best practices.

Other

- To always observe the strictest confidentiality;
- To comply with the theatre's policies and practices on health and safety, and equal opportunities;
- To attend staff meetings and department meetings as required;
- To work for the benefit of the whole organisation;
- Any other duties that may reasonably be required.

This list is for guidance only and is not exhaustive. The post holder will also be required to carry out other reasonable duties as required by the Technical Manager or Head of Production

PERSONNEL SPECIFICATION

Essential Criteria

- A minimum of 2 years' professional experience or relevant training;
- Knowledge and practical experience of production and technical techniques including set construction, rigging, lighting, sound, and projection;
- Knowledge and experience of lighting and sound setup including ETC EOS family software and QLab;
- Knowledge of Health and Safety legislation and procedures including requirements under LOLER, PUWER, and COSHH;
- Fitness and stamina to fulfil the requirements of the post including the ability to work at height;
- Computer literate, fluent in the use of Excel, Word, PowerPoint, and Outlook applications.

Desirable Criteria

- Knowledge and experience of technical repairs and maintenance;
- First aid or health and safety qualification;
- Knowledge and experience in the use of counterweight flying systems;
- Previous experience of Live Audio Mixing;
- Experience of touring;
- CAD drafting skills (AutoCAD, VectorWorks);
- Knowledge of industry specific codes and standards e.g., ABTT Yellow Book, Theatre Green Book etc;
- Full clean driving licence.

Skills & Behaviours

- The ability to act on own initiative, dealing proactively with issues that arise;
- The ability to multitask, work calmly under pressure, and meet tight deadlines consistently;
- The ability to prioritise and cope with last minute changes;
- The ability to work well within a diverse range of people at different levels;
- The ability to work with other departments;
- The ability to prioritise and plan their time effectively;
- Strong interpersonal skills. The ability to manage and sustain working relationships with multiple stakeholders;
- An enthusiastic and flexible approach to work;
- An ability to remain, calm, professional and positive when working under pressure;
- The ability to nurture the skills of individuals under their supervision;
- An interest in and enthusiasm for theatre.

HOW TO APPLY

To apply, please submit your **CV** along with a **Covering Letter** demonstrating how you meet the essential criteria and desirable criteria (if applicable). You should also provide details of two **Referees** (including names, address, email, phone number and occupation), with one of them your current or most recent employer. Also, a completed **Equal Opportunities Monitoring Form**, which can be downloaded from the Lyric Theatre website.

Please send your CV, Cover Letter, References and Equal Opportunities Monitoring Form, quoting the reference **22LT09** in the subject heading to recruitment@lyrictheatre.co.uk or to The Monitoring Officer, Lyric Theatre, 55 Ridgeway Street, Belfast, BT9 5FB. Failure to complete and submit a covering letter that demonstrates how you meet the criteria will result in your application being disqualified. Canvassing will disqualify.

CLOSING DATE

The closing date for receipt of applications is **12pm on Friday 15th July 2022**. Late applications will not be considered.

SHORTLISTING

Only those applicants who appear, from the information provided, to be the most suitable in terms of the selection criteria may be called for interview. It is the applicant's responsibility to demonstrate clearly in their CV and Cover Letter how they satisfy the published selection criteria. This includes evidence of how they meet the selection criteria, giving examples and specifying exact dates as appropriate. All applications for employment are considered strictly on the basis of merit.

As there are multiple technician roles, consideration may be given to candidates who can demonstrate a greater level of experience in either lighting, sound and AV, or technical staging to balance the operating needs of the department.

INTERVIEWS

It is proposed that interviews for this post will be held in the week commencing **w/c 18th July 2022**. As part of the interview process you may be asked to take part in a practical assessment. If you cannot make an offered interview time, we may not be able to give you an alternative.

DISCLOSURE

1. If you are successful after shortlisting, depending on whether you will be working with children and/or vulnerable adults, you will be required to undergo an ACCESS NI check.
2. If you are required to undergo an Access NI check, a copy of their Code of Practice will be made available to you.
3. You will also be required to disclose any unspent criminal convictions as defined by The Safeguarding Vulnerable Groups NI Order 2007 & The Rehabilitation of Offenders (NI) Order 1978. The Lyric has a policy on the Recruitment of Ex-Offenders which can be made available to you.
4. Disclosure of a criminal record will not necessarily be a bar to obtaining the position within the Lyric theatre. You will, however, be asked to disclose if there is any reason why you cannot work in regulated activity with children or vulnerable adults.

The Lyric Theatre is an Equal Opportunities Employer

We particularly welcome applications from People of The Global Majority, disabled and LGBTQI+ candidates who are under-represented across the sector.