



Camphill Milton Keynes Communities

Job Description

Job Title:	Bank Theatre Technician
Report to:	Theatre Manager
Hours of Work:	15 hours a week with overtime available
Pay/Salary:	£13 per hour
Place of Work:	Camphill Milton Keynes Communities Ltd. (CMKC)
Deadline for applications:	Friday 31 October

Purpose: The Chrysalis Theatre, part of Camphill Milton Keynes Communities, is expanding the use of its theatre and other spaces to external hirers.

As a Casual Theatre Technician, you will play a key role in supporting the technical and operational needs of a wide range of events, ensuring a safe, welcoming, and professional environment for all users.

This flexible role is ideal for individuals with a passion for live performance and technical theatre, who are looking to gain experience or supplement existing work in the industry.

You will encourage and support the values of Camphill Milton Keynes Communities, promoting the organisation with existing and new stakeholders.

Key Responsibilities

Hires:

- Assist with the setup, operation, and de-rig of lighting, sound, and AV equipment for performances and events.
- Assisting the hirers technical needs and ensuring all the Theatre's health and safety policies and procedures are followed at all times
- Operate lighting and sound desks during shows (as required).
- Regularly update the Theatre Manager of any additional work or equipment supplied to hirers not included in the contract for later billing
- Ensure that all equipment brought in by hirers/users conforms to current regulations
- Audit, Inspect and Maintain all theatre equipment available to hirers in the interest of asset protection as directed by the Theatre Manager

**Health and Safety:**

- Ensure all equipment is used safely and maintained appropriately.
- Follow health and safety procedures and contribute to a safe working environment.
- Adhere to and fulfil a maintenance routine for all electrical and mechanical items in the theatre as directed by/in conjunction with the Theatre Manager.

Access and Inclusion:

- To proactively ensure, develop and support the organisation's aim to be accessible and inclusive.
- To plan and provide appropriate support for visitors that require assistance

General:

- To work as part of the Theatre Team; supporting the Duty Coordinators where needed and enabling the smooth running of the building/events.
- To adhere to and uphold the organisation's policies including, but not limited to, environmental sustainability, data capture, storage and processing, equality and diversity, social media, and safeguarding
- To undertake any other duties as required that are appropriate with the general level of responsibility for the post
- Ensure all hours worked are logged on the timesheet system by the end of each week to be signed off by the Theatre Manager

Person Specification**Essential:**

- Basic knowledge of theatre lighting, sound, or AV systems.
- Ability to work flexible hours, including evenings and weekends.
- Good communication and teamwork skills.
- A proactive and professional attitude.

Desirable:

- Experience working in a theatre or live events environment.
- Familiarity with ETC lighting desks and digital sound consoles.
- Knowledge of health and safety practices in technical theatre.



Person Specification

Essential (E) Desirable (D)

Experience	Experience working in a theatre or live events environment.	E
	Experience of event organisation	D
	Willingness to undergo Health and Safety training	E
	Experience of customer service	E
	Experience of managing people	D
	Knowledge of dealing with first aid, & undergo training if required	D
Skills & Abilities	Ability to lift and move event equipment safely	E
	Ability to stay calm under pressure & in emergency situations	E
	Ability to work under own initiative	E
	Excellent people skills and able to communicate to people from diverse backgrounds and all levels	E
	Ability to motivate others, work independently and in a team	E
	Ability to work flexibly and multi-task	E
	Excellent organisational, planning and project management skills:	D
	Good numeracy and communication skills, with strong attention to detail:	E
Knowledge	Awareness of accessible communication tools suitable for people with a learning disability	D
	Knowledge and understanding of best practice, policy and legal issues relating to Health and Safety	E
	IT literate with experience of Word, Excel, PowerPoint, Publisher, Outlook, and databases	D
Miscellaneous	A commitment to undertake manual work such as lifting table & chairs, and use of medium size step ladder:	E
	A commitment to the values of CMKC as described in the Mission and vision statements (see website for info).	E
	A commitment to undertake training where required and an enthusiasm for new challenges and experiences:	E
	Willingness to work outside of normal working hours as the role will require evening and weekend work	E
	A full driving license or access to the premises out of hours	D