



## **JOB DESCRIPTION**

**JOB TITLE:** STAGE & AUTOMATION TECHNICIAN

**RESPONSIBLE TO:** Head of Technical Stage

**CONTRACT:** Permanent

**HOURS:** 40 hours per week

**SALARY:** £31,720 per annum

## **JOB SUMMARY**

We are seeking an experienced and motivated Stage & Automation Technician to join the Stage Tech team at the Royal Exchange Theatre in Manchester. This role plays a vital part in delivering high-quality scenic support for a diverse programme of productions, events, and community work within our unique in-the-round performance space, our 90-seat studio space, and external sites, on occasion.

Working under the direction of the Head of Technical Stage, you will contribute to the planning, installation, and operation of scenic and automation systems, realising the Designer's vision, and ensuring excellence in Production delivery across all our programme.

**This role requires regular evening and weekend work, with overnight work on occasion.**

## **MAIN DUTIES**

- Assisting automation consultants on a production by production basis with planning, installing, setting up and programming automation equipment
- Operating automation equipment during performances
- Assisting stage management with show running, as necessary
- Carrying out and recording of daily and weekly checks of automation and staging equipment
- First line maintenance of automation equipment and troubleshooting problems where possible
- Informing Head of Technical Stage of anything requiring further action
- Working with the Head of Technical Stage to organise spaces
- Being a key member of the Technical Stage team and taking responsibility to organise and supervise casual and visiting crew members
- Assisting with the other Exchange technical teams where required
- Deputising for Heads of Technical Stage when required during fit up periods
- Moving stage equipment between spaces if needed
- Setting up for and clearing after events in the module
- Working safely in the theatre, workshop and storage facility areas
- Ensuring good housekeeping and storage of equipment
- To work well with a wide range of freelance and casual technicians with all levels of experience
- To undertake any other duties as maybe reasonably required

## **PERSON SPECIFICATION**

### **ESSENTIAL EXPERIENCE AND KNOWLEDGE**

- Proven experience and understanding of stage craft and rigging techniques, and assisting in the fit-up and removal of scenic automation equipment (including decking, rostra, seating etc)
- Proven experience of operating automation equipment during performance
- Experience and understanding of Production Health & Safety compliance
- Strong basic carpentry skills and knowledge on the safe usage of power tools
- Excellent communication skills with people in all areas of Creative Stage Production, and the wider RET team
- A pro-active attitude, with the ability to be creative and resourceful in problem solving
- The experience and ability to support the Production teams in realising the Creative team's vision
- The ability to work un-supervised, as part of the Stage Tech team, and as part of the Creative team
- Strong organisational and time management skills, and the skills to work efficiently under pressure
- Good experience of using Microsoft (Word, Excel, email, Teams etc)

### **DESIRABLE EXPERIENCE AND KNOWLEDGE**

- Proven knowledge of the TAIT BT2 winch and eChameleon software.
- Experience of hydraulics equipment and engineering skills
- Working at height qualification
- Manual handling qualification
- Proficiency with AutoCAD packages
- Relevant H&S qualification
- MEWP licence
- Full clean driving licence

### **Duties and responsibilities of all members of staff**

- To be aware of the work of other departments in the achievement of the Royal Exchange Theatre's aims and to take an active part in communicating and co-operating with other staff and departments.
- To work in accordance with the Equality and Diversity policy of the Royal Exchange Theatre and to participate in the achievement of the theatre's Diversity action plan.
- To be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Health and Safety policy.

- To take part in the company's work around Sustainability and reduce environmental impact.
- To be aware of and comply with, rules and legislation pertaining to Safeguarding and to abide by the procedures as set out in the Safeguarding policy.
- To abide by other guidelines, procedures and policies provided by the Company.
- To take an active role in team, company and other meetings
- Engaging with training and development activities
- Exploring new technologies and techniques in the industry and developing and sharing skills with colleagues

This job description is a guide to the nature of the work required. It may be reviewed with the post holder and line manager as operationally required.