

## Harlow Council Job Description

**Job Title:** CASUAL TECHNICAL ASSISTANT **Post Number:** PH0046

**Grade:** 7 **Date:** November 2016

**Service:** Community Wellbeing

**Location:** Harlow Playhouse

**Responsible to:** Technical Manager

### Job Purpose:

- 1.0 To assist the Technical Manager in the facilitating and smooth running of all performances and events at The Playhouse.
- 2.0 To maintain relevant performance, rehearsal and public areas in good working order in line with pre-agreed procedures.
- 3.0 To offer all relevant technical assistance and advice to any visiting company in order to provide the best possible service and maintain the reputation of the building as a centre of excellence in performing arts.
- 4.0 To undertake other duties as required.
- 5.0 Statement of Health and Safety.

### Breakdown of tasks:

- 1.0 To assist the Technical Manager in the facilitating and smooth running of all performances and events at The Playhouse.**
  - 1.1 To assist as required on all events and performances at the Playhouse.
  - 1.2 To be flexible with regards to required duties and times to ensure that all events proceed in an organised and efficient manner.
  - 1.3 To be polite and courteous at all times, especially when working in stressful situations.
- 2.0 To maintain relevant performance, rehearsal and public areas in good working order in line with pre-agreed procedures.**
  - 2.1 To constantly monitor relevant areas of responsibility to ensure they are working in a cost effective and efficient manner.
  - 2.2 To promote ideas for better working practise if relevant and to be willing to adopt new working patterns and methods as and when required.
  - 2.3 To use all equipment in a responsible manner and in accordance with the instructions of either the manufacturer or the Technical Manager.
  - 2.4 To bring any damage or destruction of equipment or fabric of the building to the attention of either the Technical Manager or Facilities Manager as soon as possible.

**3.0 To offer technical assistance and advice to any visiting company or individual in order to provide the best possible service and maintain the reputation of the building as a centre of excellence in performing arts.**

**3.1** To constantly strive to assist and advise all visiting companies and individuals so as to enhance their experience and improve their understanding of technical theatre practise.

**3.2** To constantly strive to improve self-knowledge and technical understanding of all aspects of theatre in order to ensure that the Playhouse remains a progressive and dynamic organisation.

**4.0 To undertake any other duties**

**4.1** To undertake other duties as may reasonably be required, commensurate with the grade, skills, knowledge and experience of the post.

**4.2** All employees should show a commitment to safeguarding children, young people and vulnerable adults.

**5.0 Statement of Health and Safety**

**5.1** Harlow Council is committed to the provision of high quality health and safety standards. In order to achieve this all staff employed by the Council have the following specific responsibilities, which are consistent with the requirements of the Health & Safety at Work etc. Act 1974:

- 5.2**
- To take reasonable care for the health and safety of yourself and of other persons who may be affected by what you do or fail to do.
  - To co-operate with Harlow Council in order to enable statutory requirements to be implemented.
  - Not to intentionally interfere with or misuse anything provided in the interests of health and safety.