

# Technical Department Work Placement Description

**Employer:** THEATRE ROYAL (NORWICH)

**Address:** THEATRE STREET, NORWICH, NR2 1RL

**Telephone:** 01603 598625

**Contact:** ELLA DAYMOND

**Title:** LEARNING & EDUCATION ASSISTANT

**Placement Title:** BACKSTAGE TECHNICAL ASSISTANT

The Technical Department manage the technical aspects of production (Stage, Lighting, Sound, AV etc.) as well as the maintenance of the Theatre Royal premises. For production work the Technical Department team usually consists of the Resident and Casual Stage, Electrics and Sound staff.

**Job Description:** PARTICIPATING IN ASPECTS OF TECHNICAL THEATRE

**Likely Tasks:**

1. Observing and assisting the Technical Department in presenting touring and/or in-house productions to the highest standards.
2. Observation of and hands-on participation in aspects of (where possible) direction, stage management, lighting, sound, crewing, AV, automation, wardrobe, wigs etc.
3. Observing and where possible assisting with the fit up and very occasionally get out of touring theatrical shows. (NB. This is dependent upon which show is at the Theatre Royal at the time of the placement)
4. Shadowing show staff and where appropriate assisting them during performances. (NB. The amount of shadowing and with whom is dependent upon which show is at the Theatre Royal at the time of the placement)

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5. You may also work on buildings and technical systems/services maintenance tasks throughout the Theatre Royal premises, and possibly assist with Technical Office administrative tasks.

## **Significant Risks (For further description please see our Risk Assessment Document):**

1. Manual Handling

## **Control Measures:**

1. Induction talk
2. Training
3. Supervision at all times

## **Job Requirements:**

1. Flexibility regarding roles and times
2. To be physically fit and capable of manual handling tasks
3. To be able to communicate and get on with a wide range of people
4. Due to the specialised working environment occasionally certain aspects of the placement may not be suitable for those who have certain conditions. Please let us know so we can ensure your safety whilst at the Theatre.  
 Examples: very poor eyesight, colour blindness, the hard of hearing or sufferers of vertigo, asthma or epilepsy. Please make sure to provide us with information on any medical conditions you may have (such as asthma or epilepsy), disability (such as hard of hearing, visual impairment, colour blindness, physical disabilities or vertigo), or any other condition that we should be aware of, including any specific learning difficulties, so that we can better support you with your application and potential placement. If you have any concerns or queries, please do not hesitate to get in touch.

## **Candidate Criteria:**

Successful candidates usually demonstrate:

- An active interest in attending Theatre and Live Events.

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- Past experience of participating in Theatre and Live Events either as a performer or behind the scenes.
- An enthusiasm to learn by getting 'hands on' experience and willingness to take ownership of their placement.
- The ability to work in what can be a high pressure, fast moving environment and also the maturity to be attentive during quieter periods.
- Some knowledge of work in an industrial environment and a basic understanding of the Health and Safety issues they may encounter.
- An ability to work as part of a team and also to carry out individual tasks accurately without direct supervision.
- Good social skills with an ability to communicate with a wide range of people without inhibition.
- Punctuality and an ability to work to a weekly schedule that will only be finalised on the first day of the placement.

## **Working Times:**

- Hours of work will vary and will be scheduled and agreed normally on your first day or if required, as far in advance as possible. The working day can be split roughly into three sessions:

*Morning 09:00 – 13:00 Afternoon 14:00 – 18:00 Evening 19:00 – 22:00/22:30*

- There will be some evening work required.
- The hours will not exceed 40 hours per week.
- It would be preferable for other commitments during the week to be avoided or kept to a minimum in order that you may participate fully in and get the most from your week.

## **Lunch/Evening Meal Arrangements:**

- 1 hour break with a short mid-session tea break.

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- Catering facilities are on site and we offer discounts on food and drinks from Kemp's Restaurant and the Hot Buffet (as available) whilst you are on work experience but as breaks are unsupervised you may eat elsewhere if desired.

## **Protective Equipment/Clothing:**

- You should wear suitable clothes for work in an industrial environment e.g. jeans and trainers (steel toe cap boots or a hard hat may be required for the first day or subsequent get-ins, which we will provide). There may be occasions when you have to lift or work with a range of objects and you should not wear something you do not want to get dusty or dirty.
- You may be required to wear black clothing (black trousers/long sleeved black top) during performances should the opportunity to assist with action on stage arise. Please bring these with you at the start of your placement.

**Supervisor:** A member of the resident technical team

**Please note: The Theatre Royal holds a valid Employer and Public Liability Insurance Certificate**