**University of Essex**

**FURTHER PARTICULARS**

**Arts Office**

**Job Title:** Technical Assistant

**Department/Section:** Lakeside Theatre, Library and Cultural Services

**Responsible to:** Theatre Technical Manager

**Reports on a day-to-day basis:** Theatre Technical Manager

**Purpose of Job**

The Technical Assistant will work as part of the Arts Office team. You will assist with the delivery of excellent technical service to all our visiting companies, members of the public and student visitors to the Lakeside Theatre. The position will provide valuable experience working in a technical environment and stage management.

Subject to the completion of a satisfactory probationary period, the Technical Assistant will be appointed to mainly work term-time but will sometimes be asked to work out of term time during University holidays. The Technical Assistant will work according to the requirements of the performance schedule, which will involve working unsociable hours.

**Duties of the Post**

These duties are a guide to the work that the Technical Assistant may initially be required to undertake.

Under the supervision of the Lakeside Theatre Technical Manager you’ll use professional knowledge and skills through active engagement as a member of the Lakeside Theatre technical team. You will help to deliver an excellent standard of technical support for incoming productions, student productions, student drama assessments, visiting partnership projects and other events that take place in the Lakeside Theatre, main house, studio and café.

* Acting as first point of contact for visitors to the Lakeside Theatre.
* Developing a good working relationship with visiting artists and customers in the theatre.
* Acting as an usher/fire steward.
* Helping to maintain a safe working area for colleagues, artists and customers.
* Have a good knowledge of the Artistic Programme and to act as an ambassador for the Lakeside Theatre.

**Essential experience, skills and attributes:**

* A strong desire to work in technical theatre.
* Some theatrical production experience.
* Successful experience of working as part of a team.
* Good IT skills
* A flexible approach to different working styles.
* Willingness to work antisocial hours over intensive periods.
* Physical capability of undertaking the demands of the post.
* Candidates must be articulate and able to convey information efficiently.
* Efficient and methodical worker.
* Honest, trustworthy and reliable.

**Desirable experience, skills and attributes**

* Working in arts and entertainment disciplines
* Lighting and sound operation.
* Knowledge on livestreaming and technical delivery of virtual events
* Knowledge of health and safety legislation.

**The Lakeside Theatre and the Arts Office**

The Lakeside Theatre is part of the Arts Office, which in turn is part of the University’s Library and Cultural Services. The Arts Office’s role is to ensure that the University delivers a diverse and stimulating Arts programme aimed at campus and community audiences. The fully equipped Lakeside Theatre seats 217 and hosts professional touring productions, student theatre music, comedy, children’s theatre, drama clubs and outreach activity with schools. There is also in development a new strand of plays written, produced and performed by academic staff and students. There is a studio teaching and performance space attached to the Lakeside Theatre.

The Lakeside Theatre team is led by the Artistic Director and includes the Front of House Supervisor, Theatre Technicians, Youth Theatre Co-ordinator, Duty Managers, Front of House Assistants, freelance technicians, and student interns.

The rate of pay for this fixed-term temporary post will be £9.87 per hour. Hours will be on a casual as and when basis.

If you wish to apply for this role, please send a CV and covering letter to Harry Harris hharris@essex,ac,uk and Kanyinsola Olanrewaju [kolanr@essex.ac.uk](mailto:kolanr@essex.ac.uk) by 11:59pm on Wednesday 17th November 2021.

Interviews will be held shortly after the deadline. Please inform us on your application if you are not available to interview on this week and if you have any access requirements.