



Job Description

Job Title	Chief Electrician
Reporting to	Technical Director
Hours of Work	37
Contract Term	Permanent

Place of work Malvern Theatres, Grange Road

The Company may require you to work at any other sites operated by the Company or any such other place as we may reasonably determine.

Principal Functions

You will support the Technical Director with the day to day running of the Malvern Theatres complex, with particular responsibility for the Electrics Department.

To maintain a high standard of workmanship throughout the Theatres and to work as a member of the Technical Department in a professional and supportive manner.

Key Tasks/ Responsibilities

- Working alongside the Technical Director, the Chief Electrician will be responsible for all stage set-ups, rigging and preparation for performances/events in the Festival Theatre, Forum Theatre, Studio One and other stage areas within and outside the complex as directed
- Run get-ins and get-outs in a safe and effective manner. Liaising with all departments to ensure a calm and safe working environment
- To act as Chief Electrician/Duty Technician during the running of productions in the complex
- Responsible for the health and safety of employees, touring staff, members of the public and any other users of the complex
- To attend training courses as required by the Technical Director and if requested offer training in-house to staff accordingly
- To achieve continuous professional development
- Act as a fire marshal in emergency situations and during fire training
- Rigging, focusing and operation of lighting equipment
- Rigging and operation of sound equipment
- Rigging lifting equipment (chain hoists and motors) and have a knowledge of flying systems
- Use of digital media projection
- Maintaining and updating as necessary all equipment relating to performance/events
- Maintaining and updating as necessary all equipment relating to building maintenance
- Possess a current Portable Appliance Testing Certificate
- A knowledge of the safe use of pyrotechnics
- Reporting any defects of any equipment and ensuring equipment is taken out of service until

repaired

- Willing and able to work at heights
- An understanding of the Electricity at Work Regulations
- A working knowledge of Work at Height Regulations
- A working knowledge of the Health and Safety at Work Act 1974
- Liaising effectively with visiting companies. Communicating information throughout the technical department as required
- Liaising with other departments within the complex paying particular attention to seating/staging layouts with the Box Office
- Liaising with Front of House especially on performance days
- Able to supervise both employees and visiting users of the complex
- Drawing and adapting CAD plans as required
- Organising staff rotas
- To schedule, carry out and supervise maintenance work to a high standard
- Have a working knowledge of the following systems for which training will be carried out either on site or remotely via a training centre:
 - The heating and ventilation system
 - The building management system
 - The smoke vent system
 - The fire alarm system
 - The intruder alarm system
 - Any new systems installed

Customer Service

To maintain a high standard of customer service.

Health and Safety

To adhere to HASAWA 1974 and to make sure other users of the complex work in a safe and effective manner.

Procedures and Guidelines

To follow procedures and guidelines set out as company policy in the Staff Handbook.

Other duties

- Stock checks as required
- Stewarding any events if required
- Assist with any other duties that may become appropriate within the Malvern theatres complex

This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed. Not all specific tasks can be listed, and your role includes any other duties or responsibilities on request as may reasonably and lawfully be expected to assist in the day-to-day operation of the complex.

PERSON SPECIFICATION – Chief Electrician

Essential

- GCSE or equivalent in English and Maths
- A minimum of 3 years' experience as Deputy LX or similar role
- Leadership skills, self-motivated and able to lead a team
- Flexibility in working hours, able to work late when required and deal with emergencies
- Ability to carry out manual labour

Desirable

- Electrical installation
- Portable Appliance Testing
- Rigging
- NEBOSH/Health and Safety
- GCSE or equivalent in Sciences
- Full UK Driving Licence and ability to travel