# New BAC logo RGB

# Technical Coordinator

**Job Title**: Technical Coordinator

**Responsible to**: Operations Manager, Bridport Arts Centre

**Hours:**  40 hours a week

**Salary:**  £24,000 p.a.

**Main functions and responsibilities**

To ensure the highest standard of technical service and operation for all events at Bridport Arts Centre and to provide information and support in the development and maintenance of BAC’s technical systems. In addition, by agreement with the Director, to work co-operatively with the technical team at the Electric Palace and when required, to provide cover and support at either venue.

# Key areas of responsibility:

**Theatre and Operations**

* In consultation with the Director and Operations Manager, assessing the technical needs of all events, agreeing a work schedule, including organising additional tech cover as agreed and being responsible for the regular submission of hours worked
* Setting up rigging, lights, equipment, staging and seating in accordance with the technical needs of the programme.
* Meeting, greeting and working alongside visiting companies to provide agreed technical services which may include assisting with get-ins and get-outs.
* Assisting with, advising on, and installing audio/visual and projection facilities for events outside the theatre.
* Operating lighting, sound (including incidental music) and projection systems for live performances including streaming formats and DCP.
* Managing the Theatre stock list and notifying Operations Manager regarding the need for Maintenance, replacement items and stock as required.
* Organising replacement cover during periods of sickness or leave.
* Maintaining safe working practices when using anything flown in (e.g. cinema screen)
* To act as a key holder/responsible person

**Health and Safety**

* Ensuring safe working practices are followed, promoting safety and protection of people and equipment as detailed in Technicians and hirers’ documents.
* Monitoring and supporting hirers activities and ensuring that all aspects of H&S and COSHH relative to the use of stage technical installations is followed, including ensuring that only PAT tested equipment is used in the theatre.
* Regular site inspections of technical installations, including being involved in pre-show meetings with companies designing sets specifically for use on Bridport Arts Centre’s stage.
* Maintaining secure and tidy storage of all technical equipment, checking stock against inventories and updating on a quarterly basis.
* Creating and reviewing Risk Assessments in liaison with the Operations Manager and helping to communicate updated safety news to all concerned. Ensuring that all actions prescribed by a risk assessment are implemented and maintained.
* The safety, inspection, maintenance and repair of lighting, sound and stage equipment. In particular assisting with the PAT testing at Bridport Arts Centre, with particular emphasis on theatre equipment. Maintaining A/V presentation equipment e.g. DVD player, monitors, projectors, screens.

**Bridport Arts Centre – Technical Support**

Overall responsibility for Lighting, Sound, Projection, IT & Internet. Including:

* Liaison with website contractors, to manage the implementation of and troubleshoot any agreed web developments
* Supporting the maintenance, operation and troubleshooting of Spektrix or other CRM
* Recording/managing/analysing/reporting Google Analytics
* Ensuring cost effective and up to date technical systems (e.g. telecoms and ICT) that enable us to function effectively across all areas of the business.
* Undertaking research, as requested, into appropriate equipment and systems that may support and develop the Arts Centre’s work
* Establishing the most cost effective systems and equipment appropriate for BAC’s needs
* Advising the Director about purchases and suppliers
* Provide relevant in-house training in technical systems as required
* Working closely with relevant external providers, ensure the organisation’s websites and
* associated online e-commerce portals are maintained to a high standard
* Provide ad hoc cover for all technical requirements at the Electric Palace, including DCP projection and LIVE satellite projection, in conjunction with Bridport Arts Centre programme of events

**General**

* Any other duties as may reasonably be required.
* The post holder is required to observe and promote Bridport Art Centre’s Policies and Procedures.
* The post holder is required to work flexible hours, including regularly working evenings weekends and public holidays as required to deliver the Arts Centre’s programme.

**Technical Coordinator – Person Specification**

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| --- | --- | --- | --- |
| Criteria | Essential | Desirable | How Assessed |
| Excellent operating knowledge of equipment including, but not limited to, lighting desks, luminaries, sound consoles, AV equipment and hemp flying systems  Experience of lighting to include rigging, focusing, patching etc and basic design  Experience of sound equipment and operation  Experience of AV equipment set up and operation  Experience of operating sound / lights / AV for a variety of different live events, including theatre, dance and music.  Experience of rigging / operating for circus or cabaret events  Experience of smoke/dry ice and indoor pyrotechnics  Ability to work on own initiative and as part of a team  Excellent written and verbal communication skills  Ability to manage own time within a busy schedule including evening and weekend working  Ability to manage competing priorities  Experience of working as a technician for a receiving house  Evidence of interest in arts activity, particularly live events  Driving Licence | X  X  X  X  X  X  X  X  X  X  X | X  X  X | App & Interview  App & Interview  App & Interview  App & Interview  App & Interview  Application  Application  App & Interview  App & Interview  App & Interview  App & Interview  Application  App & Interview  Application |

**Technical Coordinator**

**Summary of terms and conditions of employment**

The terms below do not form part of a contract and are for information only. Should you be offered and accept employment with Bridport Arts Centre you will receive a contract setting out in full your terms and conditions.

**Employer**

Bridport Arts Centre

**Job Title**

Technical Coordinator

**Hours of Work**

40 hours per week. No overtime is paid but time off in lieu may be taken if excessive hours are worked. There can be flexibility on days worked subject to the requirements of the programme and by agreement with the Director.

**Holiday Entitlement**

28 days per year plus public holidays, pro rata. The holiday year runs from 1 April.

**Salary Information**

Approx £24,000 pro rata, subject to experience.

**Probationary Period**

This post is subject to a 6 month probationary period. Following a successful probationary period, the notice period on either side will be 2 months.

**Flexibility**

All Bridport Arts Centre jobs are carried on a flexible basis: duties and responsibilities may vary as a result of policy reviews without changing the level of responsibility indicated in the attached job description.