

## JOB INFORMATION & JOB DESCRIPTION

**JOB TITLE:** Stage Technician (Embassy Theatre)

**Date:** July 2025

### PURPOSE OF JOB

To provide a high level of technical services to both in-house and external productions at The Embassy Theatre. The successful candidate will need to demonstrate previous experience within a similar venue. You will be required to assist in the maintenance and future development and specification of the theatre's technical infrastructure. The role can be physically demanding, with the need for regular working at height and long periods of concentration. On an occasional basis you may be required to support wider company delivery of external events including the Arts Council NPO awarded SO Festival.

### Hours of Work:

Working hours will be **40 per week**. Week by week working arrangements will be in accordance with business requirements and by agreement with your line manager, subject to your right not to work more than 48 hours per week unless by agreement.

### Responsible to:

Theatre Manager

### Team Relationships:

Part of team operations at the Embassy Theatre, with neighboring wider Magna Vitae colleagues and visiting touring crews. You will work within a small but dedicated professional team receiving day-to-day instruction and guidance from the Senior Stage Technician.

### Main terms & conditions of employment:

£27,342 per annum, increasing to £27,718 p/a following the successful completion of a 6-month probationary period. You will also benefit from some of the best terms and conditions in the leisure & culture field, including voluntary membership of a company pension scheme plus free use of Magna Vitae's fitness suites and swimming pools. 20 days' annual leave pro rata (increasing to 25 days' annual leave after 3 years of service).

### Special Requirements:

#### **EQUALITY & DIVERSITY:**

The post holder is required to carry out their duties in a way that supports Magna Vitae's Equality & Diversity Strategy.

#### **HEALTH & SAFETY:**

The post holder will take all reasonable care of themselves and of others who may be affected by their acts or omissions. All actions must be conducted in accordance with Magna Vitae's Health and Safety Policy & Commitment Statement.

#### **SAFEGUARDING CHILDREN & ADULTS:**

Magna Vitae have a duty to promote the welfare of, and safeguard of children and adults at risk. The post holder is required to comply with the company Safeguarding Policy.

<b>Work Location:</b>	Embassy Theatre, Skegness
<b>Type of Contract:</b>	Permanent, Full Time
The activities described below may be varied from time to time to meet the needs of the company. The following duties are not exhaustive but merely indicate the work range and core content of the post. The post holder may be required to undertake further relevant duties. The duties are not arranged in priority order.	

KEY DELIVERABLES
<p>The objective of the post is to provide a professional, safe and effective service in the setting up, operation and breaking down of technical equipment used to deliver visiting and in-house productions.</p> <ul style="list-style-type: none"> <li>• To provide technical services to all productions, events and conferences both in house and external</li> <li>• To assist with venue set ups, including erecting seating and assisting with event specific layouts.</li> <li>• To work closely with a small but dedicated team to acquire technical excellence at the venue</li> <li>• To take a flexible approach to the theatre's timetable and pattern of work which may require, with notice, additional hours to be worked, including Sundays and Bank Holidays.</li> <li>• Attendance at Staff and Team meetings / training.</li> <li>• To carry out cleaning duties as required in accordance with the cleaning schedule, ensuring that high standards of presentation and safety are maintained at all times.</li> <li>• To comply with Health and Safety legislation and the Embassy Theatre Health and Safety Policy in order to ensure a safe working environment.</li> <li>• To ensure all duties are carried out in a safe manner in accordance with the Health and Safety Management System to include corporate standards, local procedures, risk assessments the venue Normal Operating Procedures (NOP) and Emergency Action Plan (EAP).</li> <li>• To undertake any other duties of a similar nature and level, as and when required</li> <li>• To communicate effectively with customers, visitors and colleagues at all times.</li> <li>• To maintain at all times a good personal image and relationship between Magna Vitae and their customers.</li> </ul>
<p>Uniform and PPE will be provided and must be worn at all times during work periods.</p> <p>Our venue although coastal is not seasonal; we program and operate 12 months of the year. Due to our location summer months and Christmas are our high peak seasons, due to this annual leave and time off during this time may be restricted.</p>

# PERSON SPECIFICATION

Candidates are required to explain how they meet each of the following criteria. This should be done using the blank section of the application form.

As well as using relevant experience gained from present or previous employment, you can also draw on any skills from community or voluntary work, leisure interests and the home.

For each requirement please also state how you have gained the skills and experience necessary to do the job.

**Remember - Assumptions will not be made about the skills and experience you have. If you do not tell us, we do not know. The company may use appropriate testing as part of the selection process.**

JOB REQUIREMENTS & KEY CRITERIA		Essential / Desirable
<b>Experience/ Knowledge/ Skills</b>	Previous experience within a similar venue	<b>E</b>
	Knowledge of all disciplines within the Theatre technical department, lighting, sound, rigging, pyrotechnics.	<b>E</b>
	Knowledge and operation of a Digico SD9 Sound console	<b>D</b>
	Knowledge of Avolites Tiger Touch Lighting Desk	<b>D</b>
	Knowledge of stage techniques including drapes and rigging.	<b>D</b>
	Basic AV requirements	<b>E</b>
	Basic Knowledge of sound installations and operation	<b>E</b>
<b>Qualifications/ Training</b>	First Aid trained	<b>D</b>
	Basic electrical skills including PAT testing	<b>E</b>
	IPAF access platform qualification / training	<b>D</b>
<b>Personal Qualities</b>	Good verbal communication	<b>E</b>
	An ability to liaise with both an in house and touring personnel	<b>E</b>
	Ability to work in a self-motivated way - under pressure and to tight deadlines	<b>E</b>
	Ability to work at heights	<b>E</b>
	Excellent team player, with a can-do approach.	<b>E</b>
	A willingness to undertake further training relevant to the position	<b>E</b>
	An active interest in Arts, Culture and Entertainment	<b>E</b>
	To be an ambassador for the company	<b>E</b>

## FURTHER INFORMATION ABOUT MAGNA VITAE

<b>Our Purpose</b>	<p>As a Charitable Trust our mission is to provide an extraordinary range of cultural, leisure and health related facilities and services that allow local people to lead a great life.</p> <p>We will develop and sustain a thriving and successful culture and leisure business that encourages innovation and expansion to maximise the opportunities for the community we serve. We are regulated by both the Charities Commission and Companies House, with any profits we make being re-invested to continually develop and improve services for the people of East Lindsey.</p> <p>Magna Vitae is a Partner to East Lindsey District Council which provides significant financial support for the work we do.</p>
<b>Our Vision</b>	<p>Our VISION is to improve the wellbeing of our community, enabling people to live great lives.</p>
<b>Our Values</b>	<ul style="list-style-type: none"><li>• We are in this together</li><li>• We embrace change</li><li>• We are always learning</li><li>• We celebrate differences</li></ul>
<b>Benefits of working for Magna Vitae</b>	<p>As a new company we are looking to recruit talented people to join our established teams. We will provide you with the opportunity to develop your skills to ensure that you have the best industry leading knowledge so that, as opportunities arise, you can further your career within Magna Vitae or the culture and leisure industry as a whole. You will also benefit from some of the best terms and conditions in the leisure field including a competitive salary and a generous employer pension scheme. We look forward to receiving your application.</p>