



ADUR & WORTHING  
COUNCILS

## Job Description

<b>Authority:</b>	WBC
<b>Directorate:</b>	Economy
<b>Section:</b>	Theatres
<b>Post Title:</b>	Deputy Technical Stage Manager
<b>Post Number:</b>	42899
<b>Accountable to:</b>	General Manager, Technical Stage Manager
<b>Management responsibility for:</b>	Theatre Technicians, Casuals, Interns and Volunteers
<b>Authority to liaise with:</b>	All staff in the Culture Department and council departments, patrons, hirers, visiting cast & crew, artists and the public.
<b>Meetings attended on a regular basis:</b>	Weekly Events Meetings, twice monthly Operations Meetings, Technical Department meetings, Twice annually Theatre Staff meetings, any other meetings as required.
<b>Work Style</b>	Flexible

### Principal purpose of job (role summary)

To assist the Technical Stage Manager in the safe and efficient technical presentation of all live shows, films, events and functions at Worthing Theatres & Culture venues for Worthing Borough Council, Manage & rota the Venue Layout Assistant taking responsibility for venue seating & stage layouts.

### Main duties, tasks and responsibilities of post holder

1. To carry out and/or supervise (when required) all technical operational work within Worthing Theatres. This includes receiving, erecting, constructing, adjusting, maintaining and dismantling of scenery, stage properties and equipment for all stages and auditoria. To include the safe and efficient storage, handling and operation of theatre pyrotechnics.
2. To assist the Technical Stage Manager with the maintenance and safe and efficient operation of all lighting, sound, stage and flying equipment at all venues, including cinema screens, projectors, sound and all other associated cinema equipment.
3. To take special responsibility for lighting/sound equipment in all venues, reporting any damaged or faulty equipment when required or repairing and maintaining such equipment when able to do so.

4. To manage & rota the Venue Layout Assistant and Casual Staff liaising directly with the Hires Department and Box Office over seating plans and staging.
5. Operating and running live shows and events as required using our in house equipment or equipment brought into the venues by outside companies or organisations.
6. Advising or guiding touring companies and venue hirers as appropriate regarding venue lighting/sound and acoustics.
7. Being fully computer literate the post holder is jointly responsible for programming lighting and sound desks, ingesting and programming film presentations to the digital server also updating the public information display screens in the foyer, as and when required.
8. To assist and supervise (when required) all work in connection with the running and presentation of live productions, films, rehearsals, activities and events in all venues. This will include the unloading and reloading of vans, trucks and articulated lorries with a staff of one to fifteen crew. Working to tight deadlines this work inevitably involves antisocial hours, all extremes of weather and dusty cramped environments.
9. To assist the Technical Stage Manager in a comprehensive program of maintenance for all stage, lighting, sound and cinema equipment at all venues. In line with this ensure all stage and electrical equipment belonging to Worthing Theatres and Culture Venues or brought into the theatres by outside bodies for use in theatres is safe. Liaise with senior management and make recommendations regarding repair, replacement or improvement of theatre and cinema equipment.
10. To carry out all minor remedial works required for the stages and auditoria of all the venues.
11. To supervise all staff involved in all aspects of stage electrics and flying equipment in the absence of the Technical Stage Manager. To train and instruct all staff in the safe and efficient handling of all stage equipment with particular emphasis on Health and Safety.
12. To help ensure that adequate levels of stock, materials, equipment parts are kept to assist the efficient operation of all services.
13. To assist with outside promotional events for Worthing Theatres and Culture Venues
14. To liaise with hirers or touring companies regarding technical issues with shows and or events assisting with sound, lighting, sets and scenery and when required advising on set up and design of shows and events lighting and sound. Ensuring that everything possible is done to prevent the delay or cancelation of films, live shows and events.
15. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
16. Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
17. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the post holder as a result of legislation, codes of practice or Council policies.
18. Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

**Job Description agreed by:**

<b>Post holder (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Line Manager (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Executive Head of Service (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	