



**ADUR & WORTHING  
COUNCILS**

**Person Specification**

<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.

Area	Requirements	
Qualifications	Essential	Desirable
	BA Hons Degree in Technical Theatre & or Creative & Cultural Industries qualification  ETC Console training  NEBOSH or IOSH H&S certificate  HSE First Aider or equivalent qualification  IPAF Licence Cat 3a minimum	Electrical Installation qualification   Current, clean driving license
Knowledge & Experience		
	Must have a proven track record of Lighting Design, Programming and Show Design on industry standard equipment i.e ETC  A good working knowledge of current lighting and sound operations and use of equipment.  Proven experience of team leadership	Some knowledge and experience of cinema both digital and or 35mm  Experience & knowledge of theatre/performance live audio operating

<b>Skills</b>		
Communication/ relationship	<p><b>Internal:</b> Communicate effectively with all managers, colleagues and staff in Worthing Theatres and the council</p> <p>Ability to communicate to staff members using all forms of communication including email</p> <p>Ability to work as part of a team</p> <p><b>External:</b></p> <p>Ability to communicate at all levels with tact and diplomacy Experience of communicating effectively and positively with multiple stakeholders and a varied customer base</p>	Experience of liaising with artists, agents, promoters and hirers
Analytical/ judgmental	<p>Attention to detail Ability to multitask and make decisions at short notice.</p> <p>Dealing swiftly, accurately and effectively with unexpected queries or events</p> <p>Ability to work under own initiative and with responsibility for individual venues</p>	
Planning/ organisational	<p>Proven experience of working to multiple timeframes</p> <p>Self-motivating with the ability to plan a day's work for the post holder and other staff, prioritising urgent work.</p>	
IT	<p>Computer literate, with an ability to use and understand lighting control systems and digital sound desk operation.</p> <p>Evidence of experience of working with Microsoft Word, Powerpoint &amp; Excel or Google packages</p>	Experience of digital financial systems
<b>Abilities</b>		
Physical	<p>Ability to stand for periods of time whilst on duty.</p> <p>Ability to walk between venues.</p>	

	Ability to walk up and down stairs. Fit with the ability to lift heavy loads and flight cases.	
Mental	Attention to detail  Ability to focus on tasks whilst in a busy and noisy environment  Proven experience of effective problem solving  Must be able to manage under pressure.	
Emotional	The ability to act positively during changing and sometimes challenging circumstances	
Working conditions / Style	Evening and weekend working	
<b>Other:</b>		

**Person Specification 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>	