



LYRIC

Theatre Technician

Job Description & Application Information

Who We Are

The Lyric Theatre enjoys a special place within Northern Ireland's artistic landscape. As a prolific production house, the Lyric is the beating cultural heart of Northern Ireland – inspiring and entertaining audiences with both new and established plays and helping to launch the careers of some of our most famous actors, directors, and playwrights. The Lyric is a playhouse for all. We are a shared civic space for artists and audiences alike; a creative hub for theatre-making, nurturing talent and promoting the critical role of the arts in society.

As Northern Ireland's only full-time producing theatre, each year we produce 9 or 10 full-scale productions, 2 of which run concurrently at Christmas. We also receive visiting work from touring companies. We stage some 400 performances each year and are the largest employer of theatre practitioners in Northern Ireland. Our modern theatre opened in 2011 and consists of the 390-seat main stage and the 124-seat flexible Naughton Studio. In recent years, the theatre won 4 Irish Theatre Awards, was voted NI's most welcoming theatre, staged co-productions with the Abbey Theatre, Soho Theatre and the Dublin Theatre Festival and toured to New York, London, Glasgow, and Dublin. In 2022, we won Best Play Revival for *Translations* with Abbey Theatre at the UK Theatre Awards, in addition to our Creative Learning department winning Excellence in Arts Education. In 2023 we won Theatre of the Year at The Stage Awards, and Business Contribution to the LGBTQIA+ Community at the GNI Mag Awards, as well as Best Play Revival for *Beauty Queen of Leenane* with Prime Cut at the UK Theatre Awards.

There are two group companies. Lyric Theatre NI (The parent company) is a company limited by guarantee and a registered charity and is also the owner and operator of the theatre and the primary recipient of grant funding. Lyric Players Theatre Productions Limited is a wholly owned subsidiary of Lyric Theatre NI and is responsible for producing professional theatre productions and the operation of food and beverage operations within the theatre. The combined turnover of the two companies is in excess of £3.5million. The two companies employ more than 90 employees. For more information on the Lyric Theatre, visit www.lyrictheatre.co.uk.

Our Mission

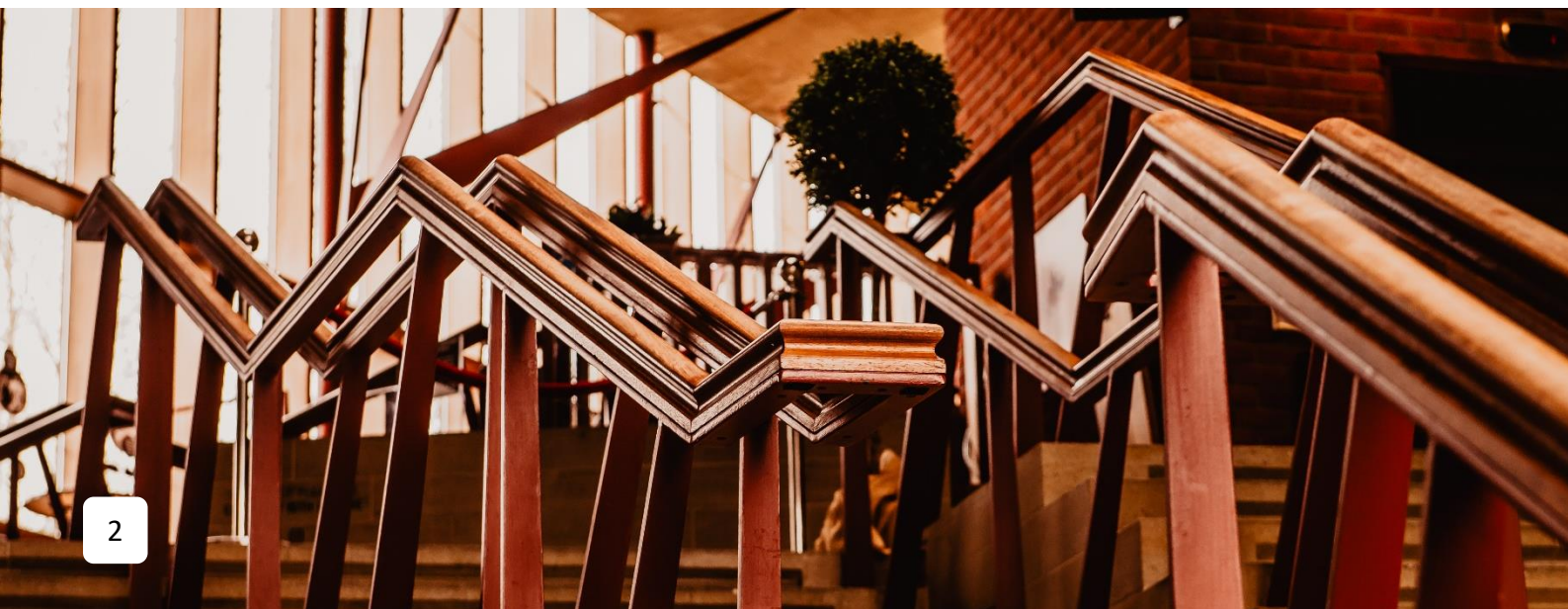
We are a shared civic space for artists, arts workers, and audiences alike; a creative hub for theatre-making, nurturing talent and promoting the role of the arts in society. Our mission is to **create, entertain, and inspire.**

Our Values

We are welcoming: The Lyric Theatre is an inclusive and accessible space for all: a creative place to play, learn, question, and explore.

We are nurturing: Our goal is to galvanise, and empower all those who work in the arts, whilst nurturing new generations of talent through the Lyric Drama Studio and our Creative Learning and New Writing programmes.

We inspire and entertain: We aim to provide theatre experiences that entertain and inspire; challenging audiences to explore their own and other stories.



Job Description

Job Title

Theatre Technician

Location

Lyric Theatre, Belfast
(Occasional off-site and tour)

Salary

£26,500 – £29,500 pa,
depending on experience.

Contract

Permanent and Full-Time.

Probation

6 months.

Annual Leave

24 days plus bank holidays
(which fall into the period).

Benefits

Additional paid day off for
your birthday

Auto Enrolment in pension
scheme with 3% employer
contribution

Access to free and
confidential Employee
Assistance Programme

Comprehensive induction and
annual training programme

Complimentary ticket
allowance for Lyric Theatre
Productions

Free daily beverage and
discounted food from
Café/Bar

Purpose of the Post

To be an integral member of the in-house team of multi-skilled theatre technicians covering all aspects of technical theatre production including sound, lighting, video, stagecraft and flying. To work closely with and as part of the Lyric's in-house production teams and supervise and support visiting companies who present work at the Lyric.

The technicians are key members of the Lyric Theatre's operational team acting as duty technicians to ensure fire and health and safety compliance during public performances. They ensure that the performance spaces, technical equipment, and backstage areas are well maintained to provide a safe and efficient working environment for all users of the theatre.

Reporting to

Technical Manager

Responsible for

Onstage delivery of both the Lyric's in-house programme and the visiting programme in both performance spaces as well as maintenance and safety of performance spaces, technical equipment, and backstage areas.

Key Relationships

Head of Production; Production Management; Production and Programming Teams; FOH and Customer Services Team; Building and Facilities Team; Visiting Companies; Contractors.

Working Week

The working week runs Monday to Sunday. The average working week will be 43 hours worked across up to 6 days. Due to the nature of this position the weekly hours worked can vary significantly to meet the operational needs of the theatre and so a considerable degree of flexibility will be required from the post-holder.

Evening, weekend work, and unsociable hours are an inherent part of this job.

"THIS IS YOUR PLAYHOUSE
COME PLAY WITH US HERE"

BRIAN FRIEL



#LYRICBELFAST

Main Duties and Responsibilities

Technical Productions

- To ensure that all Lyric Production's production teams, and all visiting companies production teams feel welcome, engaged, and received the highest level of technical support available;
- To ensure that all productions which take place in either of the Lyric's performance spaces achieve the highest possible standard within the available resources of the organisation;
- To support rehearsals as required, including room set up, temporary staging, PA and sound playback;
- To deliver on all aspects of technical theatre production including:
 - Rigging and focusing of conventional and intelligent lighting fixtures;
 - Operation and programming of ETC EOS Family lighting consoles;
 - Set up of video and projector systems;
 - Set up of camera and broadcast systems;
 - Set up of PA, mic's and sound equipment;
 - Operation and programming of Qlab sound and video playback;
 - Safe loading and operation of counterweight flying systems;
 - Set up of staging systems and other stock staging equipment such as masking flats and other soft masking;
 - Set up for captioned, audio-described, and other accessible performances.

Operational and Financial

- To work a variable rostered schedule to meet the operational needs of the theatre;
- To act as Duty Technician and Duty Safety Officer when required to ensure operational health and safety compliance;
- To ensure that all production and technical work taking place is appropriately planned and staffed;
- To work with visiting companies to ensure their technical needs and staffing requirements are met;
- To ensure that all performance spaces, rehearsal spaces, workshops, gantries, and other working spaces are well maintained;
- To work as part of the team to maintain and repair technical equipment;
- To maintain a tidy and safe working environment for all users of the theatre;
- To assist the technical manager in the maintenance of the building and achieving our statutory compliance
- To ensure that all production companies, in-house and visiting, are appropriately briefed with respect to health and safety, first-aid, and fire responsibilities.

Health and Safety

- To support the Technical Manager to ensure health and safety compliance across the organisation and to champion good health and safety practices;
- To ensure that technical department and technical area risk assessments are carried out and distributed to all production teams and visiting companies where required;
- To undertake assigned training within the organisations Health and Safety training portal;
- To comply with all relevant legislation including the promotion of a health and safety culture within the production team;
- To be active in the continued development and delivery of a safe and healthy workplace including the development of safe and efficient systems of working;
- To keep abreast of current developments in health and safety;
- To remain current with industry best practices

Other

- To always observe the strictest confidentiality;
- To comply with the theatre's policies and practices on health and safety, and equal opportunities;
- To attend staff meetings and department meetings as required;
- To work for the benefit of the whole organisation;
- Any other duties that may reasonably be required

This list is for guidance only and is not exhaustive. The post holder will also be required to carry out other reasonable duties as required by the Technical Manager or Head of Production.



Personnel Specification

Essential Criteria

1. Previous professional experience of working in technical theatre position, or relevant training
2. Experience of working as part of a team
3. Ability to perform the physical tasks required for the role, including working at height
4. Computer literate, fluent in the use of Excel, Word, PowerPoint, and Outlook applications.

Desirable Criteria

1. Knowledge and practical experience of production and technical techniques including set construction, rigging, lighting, sound, and projection;
2. Knowledge and experience of lighting and sound setup including ETC EOS family software and QLab;
3. Knowledge of Health and Safety legislation and procedures including requirements under LOLER, PUWER, and COSHH;
4. Knowledge and experience in the use of counterweight flying systems and other rigging equipment;
5. Previous experience of Live Audio Mixing;
6. Knowledge and experience of technical repairs and maintenance;
7. First aid or health and safety qualification;
8. Full clean driving licence

Skills and Behaviours

1. An enthusiastic and flexible approach to work;
2. The ability to act on own initiative, dealing proactively with issues that arise;
3. The ability to multitask, work calmly under pressure, and meet tight deadlines consistently;
4. The ability to prioritise and cope with last minute changes;
5. The ability to work well within a diverse range of people at different levels;
6. The ability to work with other departments;
7. The ability to prioritise and plan their time effectively;
8. Strong interpersonal skills. The ability to manage and sustain working relationships with multiple stakeholders;
9. An ability to remain, calm, professional and positive when working under pressure;
10. The ability to nurture the skills of individuals under their supervision;
11. An interest in and enthusiasm for theatre

How to Apply

Please send your **CV**, **Cover Letter**, two **References** (including names, address, email, phone number and occupation) quoting the reference **24LT05** in the subject heading to recruitment@lyrictheatre.co.uk.

You must also complete our Equal Opportunities Monitoring Form by [clicking this link](#) (link also available on career page of our website) and entering the same reference **24LT05**.

Failure to complete and submit a covering letter that demonstrates how you meet the criteria will result in your application being disqualified. Canvassing will disqualify.

Closing Date

Monday 12 August 2024 at 12 midday. Late applications may not be considered.

Accessibility

If you require the application in a more accessible format or would like to discuss your application further, please contact recruitment@lyrictheatre.co.uk as soon as possible. We will endeavour to assist with your requests.

Shortlisting

Only those applicants who appear, from the information provided, to be the most suitable in terms of the selection criteria may be called for interview. It is the applicant's responsibility to demonstrate clearly in their CV and Cover Letter how they satisfy the published selection criteria. It is essential that applicants provide evidence of how they meet the selection criteria, giving examples and specifying exact dates as appropriate. All applications for employment are considered strictly based on merit.

Interviews

It is proposed that interviews for this post will be held in the week commencing **19 August 2024** If you cannot make an offered interview time, we may not be able to give you an alternative.

Disclosure

1. If you are successful after shortlisting, depending on whether you will be working with children and/or vulnerable adults, you will be required to undergo an ACCESS NI check.
2. If you are required to undergo an Access NI check, a copy of their Code of Practice will be made available to you.
3. You will also be required to disclose any unspent criminal convictions as defined by The Safeguarding Vulnerable Groups NI Order 2007 & The Rehabilitation of Offenders (NI) Order 1978. The Lyric theatre has a policy on the Recruitment of Ex-Offenders which can also be made available to you.
4. Disclosure of a criminal record will not necessarily be a bar to obtaining the position within the Lyric theatre. You will, however, be asked to disclose if there is any reason why you cannot work in regulated activity with children or vulnerable adults.

The Lyric Theatre is an Equal Opportunities Employer.

We particularly welcome applications from People of the Global Majority, female, disabled and LGBTQIA+ candidates who are under-represented in these roles across the sector.

LYRIC

