

# Technical Department Work Placement Description



**Employer:** THEATRE ROYAL (NORWICH)  
**Address:** THEATRE STREET, NORWICH, NR2 1RL  
**Telephone:** 01603 598523  
**Contact:** JASON RAPER  
**Title:** EDUCATION AND TRAINING MANAGER

**Placement Title:** BACKSTAGE TECHNICAL ASSISTANT

The Technical Department consists of the Resident and Casual Stage, Electrics, Wardrobe and Cleaning Staff.

**Job Description:** PARTICIPATING IN ASPECTS OF STAGE MANAGEMENT, STAGECRAFT, LIGHTING AND SOUND

1. Participating in aspects of stage management, both hands-on and some administration.
2. Assisting the function of the Technical Department, which is to present touring and in-house productions to the highest standards and to maintain Theatre Royal buildings, systems and technical services.
3. Getting in and fitting up touring theatrical shows. (NB. This is dependent upon which show is at the Theatre Royal at the time of the placement)
4. During a work placement you will be expected to work primarily in duties related to show presentation. This will usually include 'hands on' manual work involved in setting up a production and then shadowing show staff during performances. (NB. The amount of shadowing, and with whom, is dependent upon which show is at the Theatre Royal at the time of the placement)
5. You may also work on buildings and technical systems maintenance tasks throughout the Theatre Royal premises, and possibly Technical Office administrative tasks.

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**Significant Risks (For further description please see our Risk Assessment Document):**

1. Ladders/ Working at heights
2. Manual Handling

**Control Measures:**

1. Induction talk
2. Training
3. Supervision at all times

**Job Requirements:**

1. Flexibility regarding roles and times
2. To be physically fit
3. To be able to communicate and get on with a wide range of people.
4. Due to the specialised working environment, this placement is not suitable for those who suffer from with very poor eyesight, the hard of hearing or sufferers of vertigo, asthma or epilepsy.

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## Candidate Criteria:

The candidate should be able to demonstrate:

- An active interest in attending Theatre and Live Events
- Past experience of participating in Theatre and Live Events either as a performer or behind the scenes
- An enthusiasm to learn by getting 'hands on' experience
- The ability to work in what can be a high pressure fast moving environment and also the maturity to be attentive during quieter periods
- Some knowledge of work in an industrial environment and a basic understanding of the Health and Safety issues they may encounter
- An ability to work as a part of a team and also to carry out individual tasks accurately with minimal supervision.
- Good social skills with an ability to communicate with a wide range of people without inhibition.
- Punctuality and an ability to work to a weekly schedule that will only be finalised on the first day of the placement.

## Working Times:

- Hours of work will vary and will be scheduled and agreed normally on your first day or if required, as far in advance as possible. The working day can be split roughly into three sessions:  
*Morning 09:00 – 13:00    Afternoon 14:00 – 18:00    Evening 19:00 – 23:00*
- There will be some evening work required.
- The hours will not exceed 40 hours per week.

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## **Lunch/Evening Meal Arrangements:**

- 1 hour break with a short morning and afternoon tea break.
- Catering facilities are on site but as breaks are unsupervised the placement may eat elsewhere if desired.

## **Protective Equipment/Clothing:**

- The candidate should wear suitable clothes for work in an industrial environment; jeans and trainers are appropriate. There may be occasions when the placement has to lift or work with a range of objects and they should not wear something they do not want to get dusty or dirty.
- The candidate may be required to wear black clothing during performances should it be required.

**Supervisor:** Will Hill (Technical Manager)  
or  
Mark Bobbitt (Deputy Stage Manager/Flyman)