



Erskine Stewart Melville

PRODUCTION TECHNICIAN

SCHOOL	ESM
DEPARTMENT	Production Department
REPORTS TO	Production Manager

ROLE DETAILS	
PURPOSE OF THE ROLE	The Production Technician will support the Production Manager in the efficient organisation and running of all production and technical aspects of school productions, as well as external events across the schools, in the Tom Fleming Centre, Mar Hall and The Dean
ACCOUNTABILITY	The Production Technician reports to the Production Manager
AUTHORITY	The Production Technician has authority as delegated by the Production Manager
RELATIONSHIPS	• Production Manager • Staff assigned to school productions

DUTIES AND KEY RESPONSIBILITIES	• The technical duties of this post include the entire spectrum of practical theatre crafts. It includes a variety of art and entertainment forms, conferences, seminars, supporting school events and other such activities as are promoted by or at ESM in the performance spaces. • To realise and implement specific technical requirements and operate lighting, sound and/or A.V for all ESM productions. • To attend rehearsals, fit ups, technical rehearsals, shows and get outs and facilitate as required. • To give advice and technical support to all users, including external users of the Tom Fleming Centre, The Mar Hall and The Dean. This will include sound, light, A/V and stage management duties. • To support ESM Senior School Drama Departments with technical requirements essential for SQA practical exams. • To maintain all static and loose equipment, ensuring that all aspects of the venues are functioning and available for use
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PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Experience	• Experience in a technical role in an arts venue. • Up to date knowledge of technical production (e.g., lighting, sound, video, rigging, set construction etc.), or relevant and proven	

	knowledge from equivalent fields. • Experience with sound systems and live mixing orchestras and musicals. • General lighting experience – rigging, addressing, focusing, plotting • Knowledge of Health & Safety legislation, guidance and practical implementation, including generating RA's and method statements.	
Education/Qualifications		• BA (Hons) Technical Arts for Theatre and Performance • NRC Rigging Qualification • IOSH Accreditation
Skills/ Abilities/ Capabilities	• Sound design • Sound installation and operating. • Excellent knowledge of Qlab • Good knowledge of ETC Ion • Good knowledge of LED lighting including moving fixtures and generic theatre lighting. • Competency in all types of rigging – lighting, sound and A.V • Ability to carry awkward and/or heavy loads. • Working at height and adhering to established safe systems of work. • Excellent interpersonal and communication skills (oral and written) • Experience of building professional relationships with internal and external stakeholders. • Proficient in the full Microsoft Office package, specifically PowerPoint, Word and Excel as well as MacOS • Ability to use initiative, multi-task and prioritise own workload with good attention to detail. • Strong planning and organisational skills with the ability to meet deadlines whilst working with conflicting demands.	• Experience of working within a Production team. • Experience of working within an educational establishment • IPAF 3a&3b and PAV accreditation • Set construction/basic carpentry • Full UK Driving License

	• Independent, self-motivated and organised, with an ability to work as part of a team.	
Personal Attributes	• High professional and personal standards • Workplace flexibility and a willingness to adapt to change with regards to how and when work is progressed • Commitment to the ESM values • Commitment to continuous professional development	