



The ADC Theatre is a department of the University of Cambridge. The Theatre's aim is to provide a well-equipped and safe environment in which all building users can enjoy, learn about, and become involved in different aspects of theatre production. The Theatre is primarily student focused, with the majority of its activity centred around the University terms. The Theatre is run by a small management team, overseen by the Executive Committee. The ADC Theatre also manages the Corpus Playroom and runs a large-scale external ticketing service.

Job Title: Maintenance Technician

Responsible To: Theatre Manager

Main Purpose:

To assist in cultivating a well-equipped and well-maintained environment for users to enjoy, learn about, and become involved in different aspects of theatre, specifically technical theatre. The Maintenance Technician helps to ensure that the fabric of the building is maintained to a high standard, liaising with the Theatre's Technical Manager as well as the Estate and Facilities Management departments of the University. The Maintenance Technician will support technical operations of the ADC Theatre and contribute to general administration and training. In line with the ADC Theatre's aims, this role provides an opportunity for the holder to gain experience in production and venue support and to learn about all aspects of theatre operation. This is a part-time vacancy.

Key Responsibilities:

Theatre Administration

- Works with the Theatre Manager and Management team to support the day-to-day operation of the ADC Theatre and Corpus Playroom, including sundries sales, equipment hire business, and general administration;
- Ensures that safe working practices are followed throughout the Theatre with reference to the Theatre's Health and Safety policy;
- Works to ensure the continued success of the ADC Theatre;
- Maintains high standards of tidiness throughout the Theatre;
- Carries out other tasks as required, in line with the overall purpose of the post and the nature of the Theatre.

Production Support and Training

- Works alongside the Technical Manager to provide hands-on training to building users in stagecraft skills, (e.g. carpentry, flying, rigging, lighting and sound);
- To motivate and inspire involvement in technical theatre including supporting technical workshops and technical outreach strategies;
- Provides guidance and support for incoming productions:
 - Consulting on creative plans for lighting, set and sound;

- Assisting companies with technical production where required, including with get-ins or set construction;
- Assisting with general technical enquiries;

Health & Safety

- Ensures a safe working environment in the Theatre for all users and members of the public;
 - Being aware of relevant regulations for the theatre as set out by government, local authorities, trading standards, fire authorities, the University of Cambridge and any other appropriate bodies;
 - Assisting with the regular inspection and routine maintenance of the Theatre's equipment and installation;
 - Conversant in the theatre's risk assessment and health and safety procedures documentation.

Sundries

- Oversees the Theatre's Sundries sales business;
 - Deciding on appropriate stock, and stock levels;
 - Control of stock and ordering necessary stock.

ADC Theatre Environment and Maintenance

- Provides a well-equipped and high-quality environment for Theatre users;
 - Inspecting theatrical equipment and installation;
- Ensures that the fabric of the building, and non-theatrical systems within it, are maintained to a high standard;
 - Ensuring that technical areas of the Theatre are kept in good order;
- Administrates the Theatre's annual maintenance week, 'Camp ADC' alongside the Technical Manager:
 - Planning projects to be undertaken;
 - Arranging participants from the Theatre community and alumni;
 - Assigning volunteers to projects.

Notes:

The Maintenance Technician should bear in mind that the primary function of the ADC Theatre is to provide opportunities for student users of the Theatre to learn. The more adventurous users may wish to experiment with unconventional approaches and this should be encouraged, provided that safety is not endangered, the fabric of the building is not affected, and the approach will not adversely damage the Theatre's reputation or standing.

Person Specification:

Essential:

- Appreciates the unique nature of the ADC Theatre's student-centric but professional operation;
- Excellent organisational skills with a high level of attention to detail;
- A fast learner who is able to pick up new skills quickly and use initiative;
- Dedication to the role, with a hardworking and can-do attitude;
- Personable, enthusiastic and with a desire to work effectively within the small dedicated, creative team;
- Ability to communicate effectively with, and support incoming productions in a friendly and creative manner, as well as to maintain good relationships with the public;
- Basic working knowledge of theatrical equipment;
- Knowledgeable interest in and empathy for the arts;
- Excellent written and verbal communication skills (including an excellent standard of spoken and written English);
- Excellent ICT skills.

Desirable:

- Ability to carry out technical work to a high standard (e.g. carpentry, flying, rigging, lighting and sound);
- An understanding of relevant regulations for the theatre as set out by the government and local authorities;
- Experience of installing and/or maintaining theatrical systems;
- Experience using theatre counterweight and hemp systems;
- Experience in carpentry;
- Experience of working in a student environment.

Main Terms and Conditions:

Salary: Grade 3 – £13,037 - £13,653

Hours: Part-time (0.54 FTE), 20hrs per week: 4 hours a day, 5 days a week, or 5 hours a day, 4 days a week, as set by staff rota. This role may require some work on weekends.

Holiday: Holiday entitlement is 36 days per year pro rata. This holiday entitlement includes Public Holidays, but work on Public Holidays may be required, for which time off in lieu is given.

Term: 12 months. There is the possibility for the contract to be renewed for a second year after the probation period (6 months).

Applications can be made on the University of Cambridge's jobs website, with the deadline of **midnight on Wednesday 17 May 2023**.

Interviews will take place on Thursday 25 May 2023. The ADC Theatre works to a tight timetable with administrative commitments for members of the Executive Committee, and regret that these commitments mean that we may be unable to accommodate requests for variations on that schedule.