

## Job Description

POST DETAILS	
<b>Organisation</b>	The Marlowe Trust
<b>Job title</b>	Theatre Crew
<b>Reports to</b>	Technical Manager
<b>Grade</b>	MTT6

## JOB PURPOSE

- To support for the technical delivery of the Marlowe Theatre programme, helping the theatre to deliver its mission.

## PRINCIPAL ACCOUNTABILITIES

- Support the theatres technical department in the installation and facilitation of incoming productions, to ensure high quality performances.
- Undertake duties, as allocated by the Technical Manager, to support the technical delivery of the Marlowe Theatre programme.
- Use, in accordance with current industry best practice, the theatre's production equipment, to ensure a safe and efficient working environment.
- Respond to standard enquiries and escalate non-standard queries / complaints within appropriate time scales, to ensure a high-quality service for both internal and external customers.
- Communicate and exchange basic information with a range of internal and external contacts using appropriate methods, to meet customer needs.
- Act always in accordance with the Marlowe Theatre fire action plan, taking responsibilities as instructed through the plan to your role, and attend regular drills to ensure familiarity with this process.
- Be aware of, and respond to, current Health and safety legislation and best practice recommendations
- Abide by Marlowe Theatre Health and Safety Policy, and any other legislation or regulation that applies to your work.
- Record and report all instances of accidents, near misses

## REQUIRED ATTRIBUTES

<b>Required Qualities</b>	<p>The Marlowe's core values are to be authentic, supportive, resilient, collaborative, inclusive and passionate in everything we do.</p> <p>We actively seek to represent the diversity of our society.</p> <p>In order to live our values, our Theatre Crew should be:</p> <ul style="list-style-type: none"> <li>• Creative problem solving.</li> <li>• Team player.</li> <li>• Approachable &amp; Presentable.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Basic knowledge of theatre production including Stage, lighting, sound, flying and dressing.</li> <li>• Basic knowledge of relevant legislation and regulations health and Safety legislation.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good written and verbal communication skills</li> <li>• Good interpersonal skills</li> <li>• The ability to adapt</li> <li>• A basic level of IT skills</li> <li>• A good level of problem-solving skills</li> <li>• A basic level of written and verbal communication skills</li> <li>• A basic level of numeracy skills</li> <li>• A good level of manual handling skills</li> <li>• A basic level of theatre production skills</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A basic level of experience of theatre presentation</li> <li>• A basic level of experience in at least one the flowing disciplines, Stage, lighting, sound, flying and dressing.</li> </ul>
<b>Qualifications</b>	

<b>JOB DIMENSIONS</b>	
<b>Annual budgetary amounts</b>	Direct £0.00 Indirect £ 0.00
<b>Number of staff reporting to the job holder</b>	Direct 0 Indirect 0
<b>Any other relevant statistics/information</b>	

<b>WORKING ENVIRONMENT</b>
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The Marlowe Trust is open to flexible working so talk to us about how you think you can best deliver this job and about your flexible working needs.

The Marlowe's performances happen mostly in the evenings and at weekends. In order to deliver the best service to our customers, all of our posts, whether frontline, strategic, planning or support roles, require some evening and weekend working.

- Some working at height
- Some working in confined spaces
- Some working outdoors
- Some working in high-noise environments
- Some work with controlled substances
- Some overnight working

## **ORGANISATION CHART**

See attached

**January 2021**