



## JOB DESCRIPTION

<b>JOB TITLE</b>	PTASS Technician
<b>DEPARTMENT</b>	PTASS
<b>TYPE OF CONTRACT</b>	Permanent, Full-time
<b>RESPONSIBLE TO</b>	Head of Production & Technical Training
<b>RESPONSIBLE FOR</b>	Casual workers
<b>GRADE AND SALARY</b>	<p>Grade 3</p> <p>£29,192 to £32,856</p> <p>Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range</p>
<b>HOURS OF WORK</b>	37 hours per week; Monday to Friday plus evening and weekend work as and when necessary and in accordance with timetabling requirements
<b>KEY WORKING RELATIONSHIPS</b>	Head of Production & Technical Training, Drama School, teaching staff, students, Lead Practitioners & associate Teachers
<b>INTERNAL</b>	
<b>EXTERNAL</b>	Visiting Directors & Designers, Professional Practitioners and Technical Suppliers
<b>PROBATIONARY PERIOD</b>	Your employment will be subject to a probationary period of 6 months
<b>BENEFITS</b>	After six months of continuous service and on successful completion of the probationary period, you will become eligible for the following benefits:
<b>(1) HOLIDAY ENTITLEMENT</b>	<p>Generous annual leave of 28 days plus Bank holidays</p> <p>(This is inclusive of any days when LAMDA may be closed i.e. towards Christmas closure)</p>
<b>(2) PENSION</b>	After 3 months of continuous service, you will be automatically enrolled into our qualifying workplace pension scheme with AVIVA. LAMDA will make an additional contribution in accordance with auto-enrolment regulations
<b>(3) MATERNITY, PATERNITY AND ADOPTION PAY</b>	Enhanced maternity, paternity and adoption pay will be made for eligible employees

<b>(4) GP 24</b>	You have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors
<b>(5) EMPLOYEE ASSISTANCE PROGRAMME (EAP)</b>	EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health and general wellbeing. EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues
<b>(6) MENTAL HEALTH SUPPORT</b>	LAMDA offers confidential, 24/7, online easy to access mental health support which is a free service
<b>(7) CYCLE TO WORK SCHEME</b>	LAMDA offers a salary sacrifice cycle to work scheme
<b>(8) EYE TESTS</b>	Sight test costs is reimbursed to employees who require VDU use
<b>(9) HYBRID WORKING</b>	Hybrid working may be offered for some non-student facing roles. We expect a norm of 40% of your time in the office and 60% of your time to be worked from home
<b>10) GROUP LIFE ASSURANCE</b>	After six months of continuous service and on successful completion of the probationary period you will become eligible to death-in-service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in Service
<b>(11) SEASON TICKET LOAN</b>	LAMDA offers an interest free loan for the purchase of an annual season ticket
<b>(12) REWARDS MARKETPLACE</b>	You are eligible to join our reward scheme in which you can take advantage of discounts and perks in 1000s of brands from a wide variety of categories

## JOB PURPOSE

The primary focus of this role is to support the production departments in all technical aspects within the three theatres as well as supporting the students in their delivery of practical show roles

## DUTIES AND RESPONSIBILITIES

- To supervise production work across the LAMDA theatres and provide feedback to the relevant PTASS Tutors
- To act as Technical Liaison for all external hires of the LAMDA theatres
- To rig lights, sound, projection and staging as required, for events that take place in the theatres, outside of the LAMDA productions
- Operation of technical equipment for external hires, and/or supervision of student operators
- To liaise with Drama School Course Leaders and Lead Practitioners in relation to any technical requirements in the use of the LAMDA Theatres
- To act as resident technician, as required, for external hires and internal bookings of LAMDA theatres
- To ensure the adherence to relevant Health and Safety guidelines on all production work carried out by students at LAMDA
- To help develop and maintain a custom and practice within the Department that is up to date with that of the industry
- To care for the personal and professional well-being of students on the PTASS course
- To maintain the fabric/equipment of the Linbury and Carne Studios Theatres and the Sainsbury Theatre, in conjunction with the Lead Practitioners
- To maintain connections within the industry
- To ensure the security of LAMDA premises and that no students are allowed unsupervised access
- To attend all meetings as requested by the Head of Production & Technical Training
- Any other duties as specified from time to time by the Head of Production & Technical Training

***This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.***

***The successful applicant will be required to go through a DBS 'Enhanced Disclosure' check. Expenses will be met by the Academy.***

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b>	A degree (or equivalent) in Technical Theatre and/or professional qualification and experience		Certificates
<b>SKILLS/ ABILITIES</b>	<p>Ability to build relationships and communicate effectively at all levels</p> <p>Highly organised with an ability to work alone and within a team</p> <p>High degree of accuracy and attention to detail</p> <p>Robust use of Microsoft Office</p> <p>Ability to work evenings and weekends where necessary</p>	Qualified first aider	CV/ Cover Letter/ Interview
<b>KNOWLEDGE</b>	<p>Extensive knowledge of all aspects of Theatre Production including Lighting, Sound, SM and basic construction</p> <p>ETC Eos Consoles</p> <p>Digico T Series &amp; Yamaha Desks</p> <p>Lighting &amp; Sound Rigging</p> <p>Counterweight &amp; Hemp Flying</p>	<p>Working knowledge of AutoCAD &amp; Vectorworks</p> <p>Video Projection</p> <p>IOSH</p>	CV/ Cover Letter/ Interview
<b>EXPERIENCE</b>	<p>Substantial experience of working within a technical department in a venue</p> <p>Experience of working to budgets</p>	Experience of working in a training environment is desired	CV/ Cover Letter/ Interview
<b>PERSONAL QUALITIES</b>	<p>Enthusiastic, highly motivated, positive attitude and results driven</p> <p>Able to multi-task and possess an ability to work calmly under pressure and to high standards.</p> <p>Conscientious and hardworking</p> <p>Ability to build relationships and communicate effectively with team members</p> <p>Understanding of the sensitivities of a learning environment</p>		CV/ Cover Letter/ Interview

## ABOUT LAMDA

As the oldest drama school in the UK, founded in 1861 as the London Academy of Music and Dramatic Art, LAMDA is a world-leading conservatoire based in the heart of London, offering exceptional vocational training to actors, stage managers, technicians, directors and designers, regardless of their background or socio-economic circumstances. In 1965, LAMDA became the first drama school to introduce technical training and quickly became a prototype for other institutions branching into this area.

LAMDA is also an Ofqual-registered awarding body, offering world renowned qualifications in communication and performance and inspiring the next generation of confident communicators through qualifications in performance and communication.

LAMDA has been registered with the Office for Students as a stand-alone Higher Education Provider since 2019, and was granted full degree awarding powers in 2021. We believe drama has the power to transform lives. Our students graduate as authentic, confident and independent artists or technicians, capable of shaping their own careers.

Conservatoire training is, by its nature, selective, training only the best; course numbers are limited and LAMDA teaches in small groups. There is a core cohort of just under 400 UK and international students a year across six degree courses and other HE courses. The school also welcomes around 360 students onto other courses during the year, including short courses run during Spring and Summer vacations. LAMDA is a leader in performing arts training and strives for excellence in every facet of our organisation.

In July 2018, LAMDA joined the register of Higher Education Providers, a key step towards achieving degree awarding powers. LAMDA now operates independently from the Conservatoire of Dance and Drama, receiving funding directly from the Office for Students. LAMDA was granted full degree awarding powers in 2021.

At the heart of LAMDA's approach is a commitment to the ensemble, stressing the importance of collaboration to achieve excellence. LAMDA nurtures every student's unique talents to give them the tools they need to become independent, creative artists and technicians, along with all the help and guidance they need to transition and make their mark within the creative and performing arts industry. Alongside this, LAMDA is committed to ensuring that its training is accessible to all. LAMDA has several substantial measures in place to widen access to Higher Education and is committed to the creation of pathways to our training for those from the Global Majority, those from low socio-economic backgrounds and care leavers.

The work of the Academy is complemented by that of LAMDA Examinations, through which LAMDA offers a drama and communications-based syllabus leading to accredited and non-accredited awards in the UK and overseas.

In 2017, LAMDA moved into its new £28.2m centre for world-leading drama training. LAMDA's new home features ten large training and rehearsal studios, three theatres - the 200 seat Sainsbury Theatre, 120-seat the Carne Studio Theatre and the Linbury Studio, and a fully equipped digital and audio suite. In January 2018, LAMDA alumni Benedict Cumberbatch was appointed the Academy's President.

LAMDA Alumni include Nikki Amuka-Bird, Patricia Hodge, Janet Suzman, Chiwetel Ejiofor, Jeremy Irvine, Rory Kinnear, Harriet Walter, Rose Leslie, Paterson Joseph, David Oyelowo, Katherine Parkinson, Toby Stephens, David Suchet, Sam Claflin, Leah Harvey, and Ruth Wilson, among many others.