



## Job Description for role of: Technician

**Supported by:** Technical Supervisor, Technical Manager, Volunteer Coordinator

This is a flexible voluntary position to be undertaken from Wednesday 27th June to Monday 2nd July 2018, plus a 1 hour training session on a day prior to the festival (date will be negotiated when all positions are filled). Completion of the online volunteer form is compulsory for each year. The role will also require reliable communication via email and phone prior to the festival dates.

### Our Vision

Fringe TheatreFest is modelled on the way that Canadian Fringes operate. The overall aim is to provide a low-cost, supportive environment and a level playing-field. The festival is not juried or curated - selection is by picking names from a hat for Regular Venues and in order of application for Found Venues and Outside Performances. No distinction is made as to the status of the companies - amateur, professional, student or whatever.

### Principal Responsibilities

The Technician ensures that companies have a welcoming, exciting, fun and safe experience at Fringe Theatrefest. Their responsibilities will include but may not be limited to the following:

- Operate lighting and sound for performances
- Assist with technical get-ins and get-outs
- Set up and strike technical equipment
- Keep all technical materials organised to festival standards
- Ensure that all festival policy and procedure is followed
- Answer or find answers to company questions and concerns
- Maintain a tidy and safe venue, putting into practise risk assessments
- Report any issues, injuries, incidents or near misses to Technical Supervisor
- Reset the performance area after/before each performance
- Know the evacuation procedure and undertake the relevant role in the event of an evacuation
- Maintain reliable communication via both email and phone during and prior to the festival

### Personal Attributes

The Technician is someone that companies can comfortably approach and who listens to their questions and concerns. They are able to concentrate and focus their attention on the task at hand. They are able to remain calm and focused during peak times or when under time constraints. They can relate to and work with a wide variety of personalities. They are able to adapt to new or different environments and teams as well as picking up new technical knowledge on the fly. They are able to keep time in mind to help ensure their venues compliance with the strict festival schedule. A Technician will therefore demonstrate a good proficiency in the following competencies:

- Approachability
- Composure
- Interpersonal Savvy
- Learning on the Fly
- Technical Learning
- Time Management

### Desirable Skills and Experience

- Experience working in a performing arts organisation
- Experience operating lighting and sound equipment