



مسرح دبي الاجتماعي ومركز الفنون
*Dubai Community Theatre
& Arts Centre*

Human Resources Division

Job Description

Job Title: Junior Technician

Job No.

Job Holder:

Dvn/Dept: Technical

Reports To: Technical Manager

Version Date: 8 June 2016

Job Purpose:

To be a good team player and to be focused on the job in hand, giving 100% support to visiting companies and clients. Operation & set up of all technical equipment should be carried out to a high standard. Theatre is often a high pressure environment, technicians are expected to keep a calm head and be pro-active in their approach. Working unsociable hours comes with the job and technicians are expected to cover shifts when necessary.

Main Tasks:

Assessing the acoustics of the performance area and setting up, testing and operating the equipment accordingly

Choosing, placing, adjusting and operating technical amplification and recording equipment, eg microphones, cables, musical instruments, monitor speakers, attending to sound and visual requirements.

Ensure the performance spaces, stage and auditoria are safe for use

Operating sound and light consoles including audio visual projection systems

Rig and de-rig lights from LX bars and focusing as required

Controlling fly bars and counter weights systems

Applying technical knowledge of sound recording equipment to create the required artistic effect in a variety of environments, in audio-video editing and basic audio recording.

Monitoring audio signals to detect sound-quality deviations or malfunctions

Anticipating and solving problems with sound quality to enhance performance, in preparation and during a performance

Maintaining, cleaning, repairing and troubleshooting sound and other equipment with use of hand and small power tools, electronic test equipment, etc

Assist with installation and corrective maintenance of projection screen equipment and staging.

Help in installation of props, sets and backgrounds for performances

Provide technical guidance and support to other staff

Read and understand technical drawings, data sheets and written work instructions.

1. To execute planned preventative maintenance of in house technical and IT resources.
2. To support installations of AV and digital equipment at in house events at Urbis.
3. To maintain and support knowledge management and the Operations & Maintenance manuals.
4. To enhance and support the highest quality visitor experience by achieving a minimum failure standard of operation.
5. To source and replace exhibitions consumables when requested by the Technical Manager.
6. To assist in the installations and removal of exhibitions.
7. To carry out regular cleaning and servicing of the technical equipment and exhibitions systems.
8. To assist in fire and other evacuation procedures.
9. To ensure compliance with Health and Safety regulations and to pursue relevant training.
10. Any other duties as is the business requirement.

GENERAL

- Ensuring clear communication in all verbal, written and electronic media
- Adherence to Company Policies, systems and procedures
- Adherence to Health & Safety regulations and procedures
- Support and maintain a positive working environment
- Undertake training, as directed by the General Manager

Dimensions:

Financial:

Basic salary :

Accommodation Allowance :

Transport:

Complexity:

Medium

Minimum Academic Qualifications

- High School diploma / Post Secondary Education or certification

Minimum years of On- The- Job Experience

- 2-3 years' experience in Technical & Maintenance Services

Other Requirements

- Good computer skills with willingness to learn new programmes
- Evidence of good judgment as you may be put in the position of having to deal with emergency or security situations
- Second Language a must
- The ability to work in a team. This means being able to manage the expectations and demands of a number of people, and effectively communicating ideas and needs to them.
- The ability to work under pressure and to tight deadlines.
- A thorough understanding of the production process and theatre production techniques.
- Knowledge of how to use modern lighting, sound and other technical equipment.
- An interest in theatre.
- Flexibility and the ability to improvise when faced with unexpected situations.
- Attention to detail.

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| Signature of Job Holder: | Approved By | |
| | Head of Dvn/Dept/Sec: | Head of Human Resources Division |