

THE MARLOWE

Job Description

POST DETAILS	
Organisation	The Marlowe Trust
Job title	Technical Apprentice
Reports to	Assistant Technical Managers
Grade	O

JOB PURPOSE
<p>The Apprentice Technician will work as part of the team delivering excellent technical support for the Marlowe Theatre programme.</p> <p>https://www.accesscreative.ac.uk/apprenticeships/creative-venue-technician/</p> <p>The Apprentice Technician will complete a Level 3 Creative Venue Technician which will give them a broad range of technical skills and knowledge related to the entertainment industry.</p>

PRINCIPLE ACCOUNTABILITIES
<ul style="list-style-type: none"> • Creatively support and deliver the Marlowe's own live performance productions • Contribute to the upkeep of the Marlowe venue and touring production sets and equipment • Read, interpret, and give appropriate technical advice to colleagues and clients • Work in a safe and legal way to comply with regulatory and legislative requirements and industry best practice. • Develop effective working relationships both internally and externally • To drive your own career and skills development, making the most of the opportunities made available to you. • To live and represent the Marlowe's values.

REQUIRED ATTRIBUTES
<p>Required Qualities</p> <p>The Marlowe's core values are to be authentic, supportive, resilient, collaborative, inclusive and passionate in everything we do. We actively seek to represent the diversity of our society</p> <p>In order to live our values, our Theatre Productions Apprentice needs to be:</p>

	<ul style="list-style-type: none"> • Outgoing and approachable • Collaborative and highly organised • Passionate about theatre
Knowledge	<ul style="list-style-type: none"> • Some knowledge of the theatre industry • An awareness of health and safety legislation
Skills	<ul style="list-style-type: none"> • A good level of interpersonal skills • A basic level of written and verbal communication skills • A basic level of IT skills • A basic level of practical problem-solving skills • A basic level of numeracy and literacy skills • A basic level of general theatre production skills
Experience	<ul style="list-style-type: none"> • Some experience of working on performances or productions (maybe school, amateur dramatics etc)
Qualifications	<ul style="list-style-type: none"> • GCSE (or equivalent) in Maths and English (language) to grade C or above or willingness to undertake functional skills training as part of the apprenticeship

JOB DIMENSIONS	
Annual budgetary amounts	N/A
Number of staff reporting to the job holder	N/A
Any other relevant statistics/information	Fixed Term for 24 months

WORKING ENVIRONMENT
<p>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.</p> <p>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.</p> <ul style="list-style-type: none"> • Must be able to fulfil the physical demands of the post • Work may be subject to Enhanced Disclosure and Barring Service (DBS) checks • Some working at height • Some working in confined spaces • Some working outdoors • Some working in high-noise environments • Some work with controlled substances • Regular evening and weekend working

ORGANISATION CHART

See attached

December 2022