

## PERSON SPECIFICATION

**JOB TITLE:** Theatre Assistant  
**GRADE:** 2  
**PREPARED BY:** L Edmonston

**DEPARTMENT:** Medina Theatre  
**POST NO:**  
**DATE:** April 2022

<b>E = ESSENTIAL</b> <b>D = DESIRABLE</b>		<b>SOURCE OF EVIDENCE - APPLICATION = A</b> <b>TEST = T</b> <b>INTERVIEW = I</b>	
	<b>1. EXPERIENCE, direct work experience, other relevant experience.</b>	<b>W =</b>	
<b>D</b>	Experience in working within a leisure environment		<b>A/I</b>
<b>D</b>	Experience in bar/reception work and cash handling		<b>A/I</b>
<b>D</b>	Experience in rigging sound and lighting		<b>A/I</b>
<b>D</b>	Experience in operating Sound systems and lighting software		<b>A/I</b>
			<b>A/I</b>
	<b>2. KNOWLEDGE, without which the job cannot be done effectively.</b>	<b>W =</b>	
<b>D</b>	Knowledge of Health and Safety legislation		<b>A/I</b> <b>/T</b>
<b>D</b>	Knowledge of Licensing Laws		<b>A/I</b> <b>/T</b>
<b>D</b>	Knowledge of sound and lighting for different types of performances		<b>A/I</b>
			<b>A/I</b>
	<b>3. SKILLS &amp; ABILITIES, Essential/Capable of doing, Desirable/Able to train.</b>	<b>W =</b>	
<b>E</b>	Good numerical skills		<b>A/I</b>
<b>E</b>	Good communication skills		<b>A/I</b>
<b>D</b>	Ability to work independently but also respond to instruction		<b>A/I</b>
			<b>A/I</b>
	<b>4. QUALIFICATIONS, TRAINING &amp; EDUCATION, also identify training to be given.</b>	<b>W =</b>	<b>A/I</b>
<b>D</b>	Basic Health and Hygiene Certificate		<b>A/I</b>
<b>D</b>	Working towards BTech in sound, lighting and rigging		<b>A/I</b>
<b>D</b>	NVQ Level 2 in Customer Care or Business Administration		<b>A/I</b>
<b>D</b>	Broad general education		<b>A/I</b>
	<b>5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.</b>	<b>W =</b>	
<b>D</b>	A confident personality with a flexible approach, friendly and willing disposition		<b>A/I</b>
<b>E</b>	A team worker		<b>A/I</b>
<b>E</b>	Courteous and customer focussed		<b>A/I</b>
			<b>A/I</b>
	<b>6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.</b>	<b>W =</b>	<b>A/I</b>
<b>E</b>	Flexible around working hours		<b>A/I</b>
<b>D</b>	Current driving licence		<b>A/I</b>
<b>E</b>	The post holder will need to be moderately fit to undertake some of the duties		<b>A/I</b>
			<b>A/I</b>
	<b>CONTRA INDICATIONS, if any</b>	<b>W =</b>	<b>A/I</b>