artsdepot

artsdepot is a leading multi art form venue and cultural hub in north London. Our venue incorporates a 400 seat main theatre, 150 seat studio theatre, gallery, café, bar, studios and other public spaces. The main theatre is a modern fully accessible auditorium that can be seated, raked, flat floor or flat floor with a raised stage to accommodate different types of shows and events.

We have been celebrating the arts since we opened in 2004. Every year, we welcome over 100,000 people who come to watch, learn or be inspired. With our vibrant programme of performances and exhibitions, we seek to surprise and thrill audiences of all ages.

In the financial year 2013/14 we worked with 456 artists, presented 342 events and 113 productions and supported 17 commissions and 6 residencies. As well as presenting work, encouraging artistic innovation and supporting artist development, we also engaged with people of all ages through our extensive participation programme.

Purpose of the Senior Technician Post

To install, operate and maintain all lighting, sound and other technical equipment at artsdepot. To work closely with the Technical Manager to offer excellent service to all customers and departments. To provide effective and efficient supervision of all technical operations, deputise for the Technical Manager and contribute to the running of the Technical department. To ensure the safety and comfort of customers in all performance spaces. To maintain high standards in all areas of work

Report to: Technical Manager

Management of: Technicians – permanent and casual staff.

Member of: Technical Team; Operations Department
Principal Responsibilities

Technical Theatre

- To manage and carry out technical duties including, but not limited to; get-ins, get-outs, building and striking sets, rigging and de-rigging lighting, sound, AV equipment, staging, flying pieces, seating layout changes, operation of shows in any performance space at artsdepot or elsewhere as required. Ensure all equipment is in place for the commencement of shows and events.

- To help ensure a first class service and give hands-on support to all customers. Work closely with the Technical Manager to enable technical support to companies, hirers and in-house events in all artsdepot spaces.

- To ensure all technical equipment is fit for purpose, correctly stored, maintained and documented and used appropriately when required. Take responsibility for maintaining an up to date inventory of all artsdepot technical assets including consumables and equipment ensuring that they are appropriately stored and controlled. Make recommendations for improvements.

- Maintain and manage the general upkeep of the backstage areas, with the support of the technical team, including the stage, light and sound control boxes, dressing rooms and storage areas ensuring that they are kept clean, tidy and in order at all times.

Health and Safety

- Ensure visiting personnel operate and use of all artsdepot systems and equipment in the safe and appropriate manner.

- To maintain at all times a safe working environment and ensure that all health and safety policies are adhered to in relation to performance spaces, technical equipment and customers.

- To work with the Technical Manager to ensure the health & safety policy remains up to date, relevant and legally compliant.

Management

- Assist the Technical Manager to plan, co-ordinate and review the work of the department to ensure the most effective use is made of resources.

- Assist with the smooth day to day running of the technical team and in the absence of the Technical Manager supervise technicians and casual staff, liaise with internal and external customers and ensure the safe and appropriate operation of all systems and equipment.
• To manage technical team rotas and schedules and assist with recruitment of technical staff. Monitor performance and development of technical staff and ensure the appropriate direction and training are provided.

• Ensure effective and regular communication with staff, contractors and suppliers to facilitate the smooth operation of artsdepot activities.

• Represent artsdepot with stakeholders and the wider arts community, Build constructive relationships to help further the work of artsdepot.

**Equal Opportunities**

• Ensure the intentions and requirements of artsdepot’s Equal Opportunities, Race Equality Action Plan and Access policies are applied personally and by staff in the department.

In addition, undertake any other duty or responsibility that may reasonably be allocated by the Chief Executive.

It is a requirement of the Trust that all staff work in a flexible manner compatible with their jobs and in line with the objectives the Trust must fulfil.

Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the department and the Trust.
Personal Specification

Skills and Abilities

Essential

- Minimum two years relevant experience working in a venue/theatre technical department/touring company or similar
- Proven specialist experience in programming and operating sound, LX and digital equipment including track record in venue/theatrical technical department/touring company or similar.
- Demonstrate excellent hands on technical experience in the safe operation of rigging, counterweight flying systems and hoists, building and striking sets, staging and preparing theatre spaces for performances and events.
- Demonstrate an ability to read and understand technical plans, with knowledge of associated CAD and other applications.
- Demonstrate experience of customer liaising and advising with customers to ensure delivery of technical requirements for the best outcome of the event and venue.
- Demonstrate you are fully computer literate and numerate.
- Proven knowledge of health and safety legislation and procedures.
- Demonstrate staff management skills and the ability to motivate and develop individuals and a team.
- Proven ability to prioritise and work under pressure.
- Willingness to work flexibly which will require evening, weekends and some public holidays over a 7 day rota.

Desirable

- Experience of event management
- Understanding of venue management including operational aspects
- Understanding of Artifax venue management system
- A proven track record in sound engineering

Attributes

- Positive with a ‘can do’ attitude
- Proactive with excellent organisational skills
- Energetic and creative with a high level of enthusiasm
- Professional approach with excellent communication and interpersonal skills
- Ability to work on own to analyse situations and solve problems
- Ability to carry out physically demanding duties.
- Calm with diplomatic negotiating skills
- Excellent time management skills including punctuality
- Passionate about live performance and the arts in general
**Conditions of service**

- Salary c. £22,000 per annum according to experience, for a 40 hour week.

- Regular opening hours of artsdepot will be from 8.30am until 10.00pm seven days a week, with later opening on occasions. This post will operate over a 7-day rota and involve duties during evenings, weekends and some public holidays.

- There will be no overtime payments, but time off in lieu of significant extra working hours may be taken with prior agreement of your line manager.

- Holiday entitlement will be 20 days per annum plus public holidays, rising to 25 days after first two years service.

- The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility outlined.

Detailed terms and conditions will be outlined in the staff handbook.