

Duty Technician, artsdepot Application Pack

Introduction

Thank you for your interest in the Duty Technician role at artsdepot.

artsdepot strives to be an equal opportunities employer. We are committed to having a workforce that is representative of the community it serves at all levels of the organization. We actively encourage applications from all backgrounds and sections of the community. We look forward to receiving your application.

About artsdepot

artsdepot is a leading multi art form venue and cultural hub in North London. Our venue incorporates a 395-seat main theatre, 148 seat studio theatre, gallery, Creation Space (artist development space), dance, drama and art studios, café and bar and other public spaces. Our main house (Pentland Theatre) is equipped as a counterweight flying space with raked seating and a state-of-the-art adaptable hydraulic floor, enabling the venue to perform as a traditional theatre as well as a banqueting hall and a gig venue in mosh pit mode.

Every year, we welcome over 162,000 people to watch, learn or be inspired by our programme of shows and events. We are also host to undergraduate performing arts college London Studio Centre, who have a suite of studios and facilities both on and adjacent to our site.

The Role

This role is a brilliant opportunity to work across art forms on a wide range of events, and with a broad range of people and communities. artsdepot has over 90 permanent and casual staff, which includes Front of House and Technical teams who are at the forefront of customer engagement. You will be joining our in-house team of lighting and sound engineers.

Under the management of the Technical Manager and Senior Technician you will be required to deliver safely and effectively all technical and practical aspects of artsdepot's work in all our spaces and any external locations as needed to the highest possible standard of safety, efficiency and quality. This role involves working across a variety of live performances including dance, children's theatre and music. You will also be required to do regular work outside of our performance venues, for example we have a gallery space which has installations out of term time, we also have an exhibition wall where we exhibit different artwork throughout the year

The technical department is equipped with an ETC Ion lighting desk in both spaces, a Yamaha QL5 in our larger theatre and an Allen and Heath QU32 in our smaller space, you will have the opportunity to develop your skills on all these desks. We have a counterweight and hemp system in our main theatre which you will receive training on.

Programme of Activity:

To find out more about our work, please read our latest Social Impact Report on our website.
<https://www.artsdepot.co.uk/about-artsdepot>

Job Description: Duty Technician**Purpose of Post**

This role helps deliver artsdepot's broad programme of shows and events, as directed by the Technical Manager and Senior Technician. The ideal candidate will have a firm grounding in the theatrical disciplines of sound, AV, counterweight flying and lighting. They will have strong interpersonal skills and be well informed of current health and safety practices and legislation.

Reports to: Technical Manager and Senior Technician

Principal Responsibilities:

- Provide technical support to visiting companies in artsdepot
- Participate in all aspects of a production, including but not limited to, operating lighting or sound during performances
- Provide support for all stage functions, including the flying system and adaptable seating system if required
- Provide a point of contact for visiting technicians and companies and advising on safe working procedures where required
- Take personal responsibility for the safety of self and others
- Always promote a positive approach to Health & Safety and safe working practices
- Attend training when required
- Work with colleagues to maintain a clean, efficient, well-organised and safe physical working environment, ensuring all areas are kept in a clean and tidy manner
- Maintain high standards under pressure and carry out tasks without detailed supervision
- Develop strong working relationships with colleagues across Technical, Programming and Participation, Hires, Visitor Services and other artsdepot teams.
- Supervise the work of Casual Technicians, reporting any concerns regarding attendance, conduct or performance promptly to the Technical Manager
- Assist with the induction and training of staff as required

In addition, to undertake any other duty or responsibility that may reasonably be allocated by the Technical Manager, Senior Technician or Director of Operations. 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 organisation.

Personal Specification

Essential

- Minimum of one year's professional experience as a venue/touring technician
- Good technical skills with a thorough understanding of current equipment and systems across lighting and sound
- Knowledge of digital sound desks
- Knowledge of AV equipment and digital technology
- Ability to work unsupervised and show initiative in dealing with day-to-day problems
- Willingness to learn new skills and help train others
- Strong communication skills
- Demonstrable time-management skills
- Good numeracy and literacy skills
- Ability to interpret technical plans including CAD
- Willing to work flexibly including evenings, weekends and public holidays
- Passionate about live performance and the arts
- Physically fit and able to lift and move heavy equipment in a safe manner
- Proven ability to work with a diverse group of people including professional companies and voluntary organisations
- Knowledge of health and safety regulations and requirements relating to safe use of equipment, working at heights, handling hazardous substances and risk assessments
- Compliance with discrimination legislation and Equal Opportunities principles

Desirable

- Experience of counterweight flying
- Experience of Yamaha QL5 and Dante systems
- Experience of programming on ETC Ion
- Knowledge of QLab
- First aid qualification
- Fire marshal trained
- Experience of Artifax venue management system

How to Apply

Please email your CV, Cover Letter and completed Equal Opportunities Form to recruitment@artsdepot.co.uk

Closing date for applications: Midnight on 10th March

Successful shortlisted applicants will be invited to an interview, which will include a practical element, which will be on **week commencing 11th March**

Conditions of service

- Salary is £26,775 p.a. based on a 40-hour week.
- This is a 1-year fixed term contract starting sometime in April 2024, there may be the opportunity to extend.
- Part time or job share applicants will be considered.
- The standard opening hours of artsdepot are from 9am until 11pm seven days a week, with earlier and later opening on occasions. The role involves working on a seven-day rota including evenings and weekends.
- There will be no overtime payments, but time off in lieu will be given.
- You will be able to take 25 days holiday pro-rata excluding statutory public holidays.
- You will be expected to actively participate in the implementation of artsdepot's policies with regard to equal opportunities, safeguarding and health and safety.
- 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. This will not change the general character of the job, or the level of responsibility outlined.
- It is a requirement that all staff work in a flexible manner compatible with their jobs and in line with the objectives of artsdepot. The Job Description for this position may be reviewed and amended to incorporate the future needs of the department and artsdepot.
- Probationary period of three months
- Period of notice is one month.
- Detailed terms and conditions will be outlined in the staff handbook.

Equal Opportunities Commitment and Monitoring

artsdepot is committed to encouraging diversity and eliminating discrimination. Our aim is that our workforce will be truly representative of all sections of society and that each individual feels respected and able to give their best. As part of our commitment to developing our workforce to be reflective of our communities we are particularly encouraging of applications from individuals who are ethnically diverse, disabled, LGBTQ+ and from lower socio-economic backgrounds.

Please enclose the completed monitoring questionnaire with your application form. When the applications are received, the EO questionnaires are removed before any decision on shortlisting is made.

Working at artsdepot

The role will be based in the Technical Office on Level 3 of the building. It is a shared office space and has step free access. artsdepot is accessible for wheelchair users throughout the building. There are accessible toilets and lifts to all levels. The nearest wheelchair-accessible underground station is Woodside Park, 0.7 miles from artsdepot. There are 10 disabled parking bays in the Aldi carpark below artsdepot, connected to the venue through a lift. Because of our programme and a resident dance college, the space can be busy and noisy at times. Guide dogs and assistance dogs are welcome.

The role includes using a computer and communicating via phone, radio, email and in person. This role includes heavy lifting and long hours.