



arts depot

Casual Technician Application Pack



Introduction

Thank you for your interest in the casual technician role at artsdepot. Before you complete your application, please read the information included here carefully. These notes are intended to help you make the most of your application.

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 organisation. We therefore welcome applications from all backgrounds and all sections of the community.

We look forward to receiving your application.

About artsdepot

artsdepot's vision is to be a creative home for everyone. Our mission is to reach all families in Barnet by 2027 and we do this through focusing on artsdepot as a destination, as a sector leader and our work across the borough. The technical plays a key role in ensuring we fulfil our mission and vision.

artsdepot is a leading multi art form venue and cultural hub in North London. Our venue includes a 395 seat main theatre, 151 seat studio theatre, gallery, Creation Space, dance, drama and art studios, café and bar and other public spaces.

Every year, we welcome over 162,000 people to watch, learn or be inspired by our programme of shows and events.

We are host to undergraduate performing arts college London Studio Centre, who have a suite of studios and facilities both on and adjacent to our site.



Technical

The technical department is responsible for ensuring performances and rehearsals run smoothly, we work closely with other departments and companies to ensure this.

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.

This opportunity

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 may also be required to do 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

Working at Artsdepot

The role will be based in the Technical Office on Level 3 of the building. It is a shared office space, as well as in all of our different spaces, they all have 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.

How to Apply

Please make sure you have read fully the Job Description (including person specification) within this pack and the accompanying information. The principal responsibilities of the post are listed. This is not an exhaustive list, but the job description gives an idea of the purpose and scope of the role.

To apply please submit a covering letter (up to two sides of A4) and curriculum vitae (CV).

In the covering letter, you have the opportunity to outline your suitability for the post by telling us about your interests, experience and skills that relate to the role and person specification. The skills and personal qualities listed are required for the effective performance of the post; you can demonstrate your suitability through workplace, voluntary work or alternative experience.

Outlining your suitability for the post

How you outline your suitability for this role in your covering letter (up to two sides of A4) determines whether or not you are shortlisted and invited for interview. It is helpful if you go through the person specification and tell us exactly how you meet it.

Please email your cover letter, CV and Equal Opportunities Form to **recruitment@artsdepot.co.uk**. You are welcome to submit your application in a different format if you would prefer (video, audio recording), please email it to **recruitment@artsdepot.co.uk**.

Applications are ongoing

Successful shortlisted applicants will be invited to an interview at artsdepot, 5 Nether Street, Tally Ho Corner, North Finchley, N12 0GA.

If you would like support with access requirements please contact Zoe by email at **recruitment@artsdepot.co.uk** or call 020 8369 5454. If you would like to have an informal chat about the role, please contact **technical@artsdepot.co.uk**

The Shortlisting and Interview Process

Shortlisting is carried out purely on the information contained in the cover letter and CV. Candidates are assessed anonymously against the attributes of the person specification, and if these are not met, or if there is insufficient detail to make a judgement, the application is rejected.

All candidates shortlisted for interview will be sent the interview questions approximately 24 hours in advance.

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, LGBTQI and from lower socio-economic backgrounds. artsdepot is a Disability Confident Employer.

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



Job Description Casual 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

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
- Good technical skills with a thorough understanding of current equipment and systems across lighting and sound
- Experience of programming on Eos systems
- Ability to work unsupervised and show initiative in dealing with day-to-day problems
- Willingness to learn new skills
- Strong communication skills
- Demonstrable time-management skills
- Good numeracy and literacy skills
- Willing to work flexibly including evenings, weekends and public holidays
- 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 with digital sound desks
- Experience of Yamaha QL5 and Dante systems
- Knowledge of QLab
- First aid qualification
- Fire marshal trained



Conditions of Service:

- Salary is £15.91ph (inclusive of holiday pay)
- This is a 0 hour contract
- 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.
- 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.
- Detailed terms and conditions will be outlined in the staff handbook.



Photos are from artsdepot activities between 2018 and 2020 including: **TogetherFest** and **The Storytelling Igloo**, and performances including: **Ready Steady Lift Off** by A Line Art, **8 Minutes** by Alexander Whitley Dance Company, Bromance by Barely Methodical Troupe and **All Wrapped Up** by Oily Cart.

Photography by **Katie Burse, Suzi Corker, Becky Dann, Johan Persson, Andrew Twesigye**