

Technician

Job Description: April 2017



About Shoreditch Town Hall

Shoreditch Town Hall is a vital, non-traditional arts, events and community space: a unique home for original and adventurous arts and artists from across the world and a flagship venue for Hackney. Housed in one of the grandest former civic buildings in the City, the Town Hall introduced an arts, community and engagement programme just four years ago following £2.3m of capital investment. With eight performance spaces ranging from 40 to 750 capacity, the building has become a vibrant home for unique and ambitious live performance and events, welcoming 70,000 people through its doors every year.

The Town Hall's artistic programme has recently included work by Analogue, Andrew Schneider, China Plate, Curious Directive, dreamthinkspeak, Greg Wohead, Jamie Lloyd, Kneehigh, London International Mime Festival, LIFT, Nigel Barrett & Louise Mari, Royal Shakespeare Company, Serious, Spymonkey, The Wardrobe Ensemble and more. Recent event clients have included Alexander McQueen, Amazon, Digital Shoreditch, Fred Perry, The Guardian News & Media, Red Bull, University of the Arts, London and the filming of *Florence Foster Jenkins* and *The Lady in the Van* amongst others.

Main Purpose of the Role

The Technician is a key professional face at Shoreditch Town Hall, responsible for supporting the Technical Manager and Production Associate on all matters relating to production and technical delivery for the arts and events programme at the Town Hall, technical maintenance, and health and safety, constantly ensuring a high level of service for all artists, event hirers and users of the building so everyone has an efficient and exceptional experience.

Duties and Responsibilities

Production & Technical

- To support the Technical Manager on the safe and efficient realisation of all technical aspects of all events and artistic activity at Shoreditch Town Hall including, but not limited to, in-house productions; productions by visiting professional and amateur companies; learning, participation and community engagement projects; live music; commercial event hires, and so on, ensuring the highest possible standard of delivery and working within agreed schedules and financial parameters at all times.
- To provide technical and stage support, advice and expertise to artists and event hirers.
- To support the Technical Manager with the safe and efficient use of lighting, sound, video, staging and other technical equipment including rigging, focusing, patching and programming.

- To support the Technical Manager on the safe use and installation of rigging and other structures including overseeing external contractors to national standards, house rules, and agreed risk assessments and method statements.
- To work onstage as part of the crew team on get ins, get outs and all other aspects of event and production delivery, being a proactive presence within the Town Hall's dedicated core team of production and technical staff during these periods.
- To understand and have experience of entertainment venue electrics.
- To read CAD plans and drawings as required.
- To work alongside and support all incoming production technical staff, sometimes working under the guidance of freelance production staff.
- To support the Technical Manager on the scheduling and management of technical staff, including liaison with external crewing agencies.
- To support the Technical Manager on all financial matters relating to technical and production activity, working with the Finance & Producing Officer as required.
- To support the wider team, particularly Duty Managers and the Venue & Facilities Assistant, to ensure that all front and rear of house areas are constantly presented to a high standard.
- To support all event hirers and artists to deliver the best possible activity.
- To ensure that all visitors to the Town Hall have the best possible experience, always maintaining exceptional customer service skills.

Health & Safety

- To be aware of, understand and work within the parameters of Shoreditch Town Hall's Health & Safety policy, working with the Technical Manager to ensure that all production and technical work at the Town Hall is safe and conforms to best practice.
- To review production and event risk assessments and method statements as requested, and ensure that Shoreditch Town Hall's Health & Safety policy is adhered to at all times.
- To ensure that users of the building are aware of production health and safety procedures and requirements prior to the commencement of activity.
- To adopt a strong health and safety culture within the venue, actively promoting safe working by all staff, hirers, artists and contractors.
- To support the Production Associate and Technical Manager on completing and documenting regular due diligence checks and periodic inspections of technical and production equipment, ensuring testing, certification and auditable paperwork is fully maintained to a professional standard, meeting licencing and health and safety obligations at all times.
- To repair, maintain and test technical equipment as per the Town Hall's rolling programme of backstage technical, lighting and sound equipment maintenance, occasionally supervising casual production technical staff to deliver this work as well.
- To report any building maintenance and/or health and safety issues to the Venue & Facilities Assistant and/or Head of Venue & Events as appropriate.

General

- To act as a keyholder and duty manager for the building when necessary.
- To promote and maintain the highest standard of customer service.
- To attend regular meetings as required, especially event and/or artistic programme production meetings as determined by the Production Associate, Technical Manager, Events & Administration Manager and/or Assistant Producer.

- To work within agreed budgets as determined by the Technical Manager and/or Production Associate, always minimising expenditure where reasonably possible.
- To provide technical and operational support towards Town Hall events, receptions and galas as appropriate.
- To provide support to the Head of Venue & Events, Front of House Manager and/or Venue & Facilities Assistant with the setting up and breaking down of events across the building.
- To keep up to date with current lighting, sound and stage technology.
- To publicly represent Shoreditch Town Hall in a prepared and professional manner.
- To work unsocial hours as required.
- To maintain confidentiality.
- To undertake any other duties which may be reasonably requested to ensure the smooth running of Shoreditch Town Hall.

It is inevitable that over time the emphasis of this job may well change without altering the general character of the role or the level of duties and responsibilities entailed. This information will be periodically reviewed, revised and updated in consultation with the post-holder to reflect appropriate changes.

Terms & Conditions

Job Title:	Technician
Responsible to:	Technical Manager
Working closely with:	Production Associate Head of Venue & Events Assistant Producer
Salary:	£20,000 per annum
Contract:	Fixed-term contract until 31 March 2018, with the possibility of extension
Hours:	40 hours per week to include evenings, weekends, Bank Holidays and other unsocial hours where necessary
Annual Leave:	20 days per annum pro rata, increasing by one day per full year worked to 25 days per annum pro rata
Notice Period:	2 months

Technician

Person Specification: April 2017



Essential

- Background in a technical role in theatre, music and/or events, with up to date knowledge of technical procedures, stagecraft and the use of technology.
- A good level of understanding of ETC and Yamaha desks (particularly ETC Ion and Yamaha QL1).
- Ability to work independently and unsupervised, using own initiative.
- An active team player with the ability to work collaboratively to achieve short and long-term organisational requirements and ambitions.
- Strong sense of responsibility and reliability.
- Open, positive and hands-on approach to all tasks as well as being an efficient and effective problem solver.
- Ability to remain adaptable and flexible at all times.
- Strong attention to detail and excellent organisational skills.
- Good communication skills.
- Working knowledge of health and safety procedures and their practical application within a theatre technical department (particularly in regards to current rigging and working at height practices, and temporary staging and seating systems).
- A desire to learn and gain experience.
- A passion and interest in contemporary culture, particularly in theatre, dance, music and/or comedy.

Desirable

- Experience of leading teams of casual staff.
- Knowledge of the Artifax event scheduling system.
- Strong Microsoft Office skills (particularly in Outlook, Word and Excel).
- IPAF ticket.
- First aid qualification.
- IOSH/Health & Safety qualification.
- Have long-term aspirations to develop a career in technical and production management.