

September 2021

Thank you for your interest in the post of **Production & Events Technician**.

This pack includes information on Theatre Royal Stratford East, the job description, person specification and details on how to apply. Please read all the information carefully before starting your application. Only relevant information will be considered when shortlisting applicants for interview. You may find it helpful to look at the Stratford East website www.stratfordeast.com for general information on the theatre's policies, current programme and past history.

We would like all applicants to know that if they need additional support during the recruitment process we are happy to make reasonable adjustments.

Supporting statements can be submitted in written, video or audio format, please see the application form for more details.

To apply for the post, please:

- Complete an application form. Use the Supporting Information section on the form to explain why you are interested in this role and how your experience and skills match the person specification.
- Complete the equal opportunities monitoring form via this link: [Applicant Monitoring Form](#) (optional)

- Enter your details on our online submission form:
<https://hr.breathehr.com/v/production-events-technician-18711>
and upload the application form.
- When submitting your application form via our website, please ensure your full name is part of the file name of the document you upload.
- Do not submit CVs, as these are not accepted.

The deadline for receipt of completed applications is **midday on Monday 4th October. Applications received after midday on the deadline date will not be accepted.**

It is intended that interviews will take place on **Thursday 7th October.**

We may ask you to carry out a task as part of the interview process. We give as much notice as possible ahead of a task. We are happy to make reasonable adjustments for applicants, if needed, to complete the task.

We look forward to receiving your application and thank you for your interest in Theatre Royal Stratford East.

TRSE is committed to a policy of equal opportunities embracing diversity in all areas of activity and positively welcomes applications from disabled people and people of all ethnicities.

Theatre Royal Stratford East

Stratford East makes theatre both for, and inspired by, our community in Newham, East London. We continue the political and revolutionary ethos of our founder Joan Littlewood as a leading London theatre and civic hub for East London. We are driven by our art, inclusive and bold. We tell stories that provoke discourse about the world we live in and our place within it.

Stratford East is a producing theatre, built in 1884, in the heart of East London, situated a short walk from Stratford station. We have a proud history and an exciting future. We represent our culturally and socially diverse community in the work we make, the people we employ and our audiences and participants. We tell stories that are current, political and representative of London.

From 1953 – 1979 the theatre was the home of Joan Littlewood's legendary Theatre Workshop Company. The Company received international recognition with their acclaimed productions such as *Oh, What a Lovely War!* and *A Taste of Honey*. Many leading actors, writers and directors have been part of the Theatre Royal Stratford East family including Meera Syal, Barbara Windsor, Don Warrington, Sheila Hancock, Indhu Rubasingham, Tanika Gupta, Roy Williams and Cynthia Erivo.

Under Nadia Fall's Artistic direction, we present a bold programme of reimagined classics, timely revivals and ground-breaking new work. Nadia's first season included a revival of *Equus*, which received seven 5 star reviews and a West End transfer, Sir Lenny Henry starred in a critically acclaimed and powerful rendition of August Wilson's *King Hedley II*, and we engaged over 300 young people in a large scale production of Benjamin Britten's *Noyes Fludde* in collaboration with English National Opera.

Alongside our work on stage, we run a Learning and Participation offer that is accessible and inclusive to all, with the aim to develop creative talent for people of every age. We run a range of programmes to create a lasting impact for our local community which aims to:

- provide routes into the industry, across all theatre departments, with a particular focus on diversifying those coming into the workplace, ensuring the theatre workplace of the future is a diverse and skilled one; and

- provide opportunities to people of all ages to develop their creative talents and engage with the work of the theatre, ensuring that there is a creative outlet to the widest possible constituency.

Our Mission

- We produce work of the highest artistic quality that is:
 - Popular: Theatre of the highest quality that seeks to move and entertain everyone
 - Political: Work that provokes discourse about the world we live in and our place within it
 - Inclusive: Stories that are representative of our East London home and speaks to a wider London audience and which strive for an expansive and imaginative portrayal of its diverse communities
- We ensure diversity and inclusion is central to everything we do
- We are investing in our Grade 2 listed building
- We work to be environmentally sustainable
- We nurture and develop our staff
- We create and champion opportunities for a diverse range of artists
- We develop an emerging generation of talent
- We present a year-round participation programme for people of all ages
- We engage with local partners and people in Newham and the East London area

Governance and Finances

Theatre Royal Stratford East is a registered charity (Charity Name: Pioneer Theatres Ltd) and a company limited by guarantee. Stratford East Trading Limited is a subsidiary of the charity and operates the bar and catering provision. We are overseen by a non-executive Board of Directors chaired by Dame Margaret Hodge MP. The Board delegate day-to-day management of the theatre to its Executive Team: Nadia Fall (Artistic Director and CEO) and Eleanor Lang (Executive Director).

We have an annual turnover of approximately £3.5m and our work is funded through four main sources: grant income from Arts Council England and the London Borough of Newham; box office income; fundraising income from trusts, businesses and individuals; and other earned income which includes commercial hires, catering and front of

house sales.

COVID-19

As with many in the theatre industry, our doors reopened to the public on 2nd June 2021 after a prolonged dark period due to the ongoing Coronavirus pandemic. This job description is written with our current plans in mind, however, in light of the current rapidly changing and unpredictable situation it is possible that priorities might change.

JOB DESCRIPTION

Job Title: Production & Events Technician

Reporting to: Head of Production

Line-managing: Casual Technicians and Crew.

Key Working Relationships: Production department, Operations Department, External Clients.

MAIN PURPOSE OF THE POST

To provide the highest standard in technical support and maintenance throughout all performances, activities, events, hires and conferences at Stratford Youth Zone (SYZ). The aim is to assist with the smooth running of the building within agreed timescales and budgets, and to ensure safe working procedures are in place at all times. You will assist in the development, liaison and delivery of all Stratford Youth Zone activities, working with the Youth Empowerment Service and external partners and customers as needed.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Production and Events

- Work with external clients, London Borough of Newham's Youth Empowerment Service (YES), and TRSE to plan get ins, get outs,

rigging and schedules for events and productions at Stratford Youth Zone (SYZ)

- Ensure the safe and efficient loading in/out, rigging, focusing and operation of equipment for productions and hires, within schedule and budget limits agreed with the Head of Production
- Check the technical and venue needs and requirements (including sound, lighting, live streaming and projection equipment) for all artists and external clients is met, also ensuring all technical and venue needs are met and/or dealt with
- Work with the Head of Production to ensure events and productions at SYZ are appropriately staffed
- Support the technical set up of events and productions, including live streaming
- Act as Duty Technician on events and productions, as needed
- Work as LX Operator and programmer, or Sound operator and programmer on events and productions, as needed
- Recruit and supervise casual technicians and crew
- Act as a Building Duty Manager when needed, covering their Fire Marshal duties
- Work with the Operations team to ensure events run smoothly with all resources in place and ensuring staging and equipment is ready for each event
- Work with the Planning Manager and Operations Manager to ensure the building calendar reflects the set up needs for events

Maintenance

- Ensure a high standard of maintenance and tidiness of all back stage areas including the control room, lighting and rigging stores, dimmer room, amp room etc., is to the satisfaction of the Head of Production, reporting any faults immediately
- Manage, maintain, and keep in a good state of repair (including PAT testing) any in house AV and technical equipment for the venue, ordering new equipment as required, to ensure sufficient technical stock is in place for events and hires
- Work with external maintenance contracts to ensure statutory and regular servicing is carried out
- Work with the Building and Facilities department to carry out any general building repairs as requested by the Head of Production

Learning & Participation Work

- Support the development of the Tech course, as well as supporting the young people using the facilities in SYZ
- Oversee the use of equipment in the recording studio, providing technical support when needed

Health and Safety

- Work closely with Head of Production to create and maintain a safe working environment
- Produce risk assessment and method statements
- Be a proactive member of the Health and Safety committee

PERSON SPECIFICATION

Experience

- Experience of working on a wide range of events
- Experience in rigging and focusing lighting, sound and AV equipment
- Experience in equipment maintenance including PAT testing
- Experience in operating and programming an ETC lighting desk
- Experience of counterweight flying
- Experience of, and ability to, work at height and of using a broad range of access equipment
- Proven ability to read and understand lighting plans and technical drawings
- Experience of programming and operating sound equipment via Q- lab
- Experience of live mixing

Knowledge

- Excellent knowledge of stage, rigging and lighting equipment
- Knowledge of theatrical technical products, equipment and systems
- Sound working knowledge of Health and Safety legislation in this field

- Working knowledge of AutoCad and/or Vectorworks

Personal Attributes

- Highly organised, with an ability to prioritise and multi-task
- Good communication skills
- Ability to remain calm whilst working under pressure
- Interest in working with young people, and supporting development & training initiatives

Qualifications

- First Aid Training (desirable)
- IOSH (desirable)

INFORMATION

TRSE is committed to a policy of equal opportunities embracing diversity in all areas of activity and positively welcomes applications from disabled people and people of all ethnicities.

Contract type: Full time, 12 month fixed term

Salary: £28,000 per annum

Hours of Work: A normal working week consists of 40 hours, Monday to Saturday. Overtime is payable for hours worked in excess of this and for hours worked on Sundays, Public Holidays and overnight. Regular evening, weekend and overnight work will be required.

Holidays: 30 days per annum including bank holidays.

Pension: Up to 5% matched pension contribution after qualifying period.

Other benefits: Season ticket loans, Cycle to Work Scheme, complimentary theatre tickets, staff catering discounts.

Probation: 3 months.

Notice Period: 2 months (after probation period).

End of document.