

TECHNICIAN (Lighting Bias) Fixed Term

The Bush Theatre is looking for a creative, experienced, and enthusiastic Technician to work with the Technical Manager and Production Managers to realise the creative ambition of our productions.

Successful candidate will play a key role within the production department, responsible for smooth and efficient day to day running of the technical aspects of the theatre and in assisting our teams in achieving their artistic vision.

How to Apply:

We want you to have the opportunity to really tell us about yourself and explain to us why this opportunity is right for you, so we would love to hear from you in whatever way feels most appropriate. All applications will be judged on content, not on format. We have outlined some options below, but if you would like to suggest an alternative let us know.

- A written letter or statement
- Presentation PowerPoint or keynote
- A Bush application form
- Short video or sound file

All applications should address the following questions and include a basic CV:

- Tell us a little about yourself and why this position interests you
- Tell us what experience you have had that means you meet the person specification outlined in the job description, include practical examples
- What would you be bringing to this role and the Bush
- Do you have any tickets or qualifications you want to tell us about

You can upload a video or sound file with your equal opportunities form to us using the We Transfer service <https://wetransfer.com/> - when using this service send your file to jobs@bushtheatre.co.uk with "Technician" in the subject line.

If you are applying in writing please send your application via email along with your equal opportunities form to jobs@bushtheatre.co.uk with "Technician" in the subject line.

Alternatively you may post your application to:

Jessica Pentney
Bush Theatre
7 Uxbridge Road
London
W12 8LJ

If you have any need any of this information in a different format to or to suggest a different form of application please contact our Theatre Administrator, Jessica Pentney by email jessicapentney@bushtheatre.co.uk or phone 0208 743 3584.

We actively encourage people with different backgrounds and skills to join us and positively impact our teams and working practice. We are particularly keen to receive applications from people of colour and disabled people. All disabled candidates who meet the minimum criteria will be invited to interview.

Your application and any associated personal information will be stored and processed in accordance with our Data Policy and destroyed after six months. We will keep your equal opportunities form for a period of up to 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are engaged by us, the information you supply will be kept securely and form part of your record with us.

Deadline for applications is 10am on **Monday 23rd September 2019**.

Interview: **Friday 27th September 2019** at the Bush Theatre.

TECHNICIAN (Lighting Bias) FTC Job Description

Responsible to: Technical Manager
Responsible for: Casual Technical Staff

Background

“One of the most experienced prospectors of raw talent in Europe.” – The Independent

After nearly 40 years in residence over a pub on Shepherds Bush Green, we moved into the Old Library in Shepherds Bush in October 2011. Our home has a flexible 150 seat theatre, two rehearsal/performance studios and a welcoming café-bar.

Under the leadership of Artistic Director Lynette Linton and Executive Director Lauren Clancy, The Bush Theatre is committed to presenting a diverse and eclectic programme of new writing which speaks to and reflects contemporary society in all its diversity.

The Bush Theatre has just completed a £4.3million capital redevelopment, which has seen the theatre undergo an exciting transformation. We now have a studio theatre space alongside our main space – giving us the opportunity to significantly extend our programme of new writing. As we enter into this new phase in the life of the theatre, we are looking forward to another 40 years as West London’s leading new writing theatre.

We discover, nurture and produce the best new playwrights from the widest range of backgrounds, and present our work to the highest possible standards. We look for exciting new voices that tell contemporary stories with wit, style and passion and we champion work that is both provocative and entertaining. The Bush Theatre was named London Theatre of the Year at the 2019 Stage Awards.

Purpose of the role

- To work closely with the Technical Manager to be responsible for the smooth and efficient day to day running of the technical aspects of the Bush Theatre’s productions and related projects;
- To assist creative teams in achieving their artistic vision to the highest standard, within agreed timescales and budgets;
- To be responsible for maintaining all technical equipment as well as keeping up to date with advances in technical equipment that may be used in productions.

Main Duties and Responsibilities

Productions

- To work as part of The Bush Theatre’s production team with the Technical Manager and freelance staff on all activities;
- To be on duty during performances for at least four shows per week, alternating with the other Technician in a mutually agreed rota. Powering up equipment for the show, troubleshooting and powering down at the end of the evening;
- To support the artistic policy of The Bush Theatre and deputise for the Technical Manager, as required;

- To work in conjunction with the Technical Manager and be responsible for freelance technical/casual personnel for each show, and to head each new team;
- To liaise with and support freelance lighting, sound designers & video designers during pre-production and performance weeks;
- To liaise with visiting companies to the Bush Theatre, advising on and supporting their visit to the Bush;
- To lead on technical aspects of fit-ups and production week, including seating turnarounds, rigging, focusing, plotting LX and sound checks, as necessary;
- If appropriate, to provide lighting/sound design on some in-house projects and events and, in consultation with the Technical Manager, Artistic Director and Producer;
- To operate shows as required;
- To facilitate, including technical set up, the performances designated as captioned or audio-described performances;
- To keep timesheets for all technical/casual personnel as required, to be approved by the Technical Manager;
- Work closely with other departments to ensure the building and all events operate smoothly and efficiently.

Equipment

- To ensure that the theatre's technical, lighting, sound, video and domestic equipment is properly maintained by planning a rolling programme of work throughout the year, informing the Technical Manager of any maintenance requirements or technical problems;
- Controlling stock, advising on replacement or additional equipment, and ensuring service records and manuals are retained and updated in conjunction with the Technical Manager;
- To manage stock and maintenance budgets and keep all financial records for approval by the Technical Manager;
- To be responsible for maintaining the theatre, workshop, electrics store, storage facilities and backstage areas at all times;
- To ensure that all theatre areas are in a presentable and safe state, fire exits are clear and any repairs are acted upon and reported;
- To be responsible for organising and fulfilling all statutory electrical inspections including PAT testing of all company equipment, advising the Technical Manager and General Manager of any works needing to be carried out;
- To maintain and develop good relations with local and national suppliers, seeking out competitive deals for hires and equipment and ensuring prompt returns at the end of each production;
- To assist in the running and upkeep of the Bush Theatres building including the props and costume stores;
- To assist the Technical Manager & General Manager in implementing all environmentally sustainable initiatives

Health and Safety

- To abide by and promote the theatre's health and safety policy in conjunction with current health & safety legislations, and ensure that all members of the acting company, freelancers, contractors and freelance stage management personnel are trained in and comply with emergency and safety procedures;

- To set a good health & safety example to all permanent Bush staff, casual/ freelancers, volunteers & public
- To ensure that the Bush safeguarding policy and reporting process is adhered to by all permanent staff, casual / freelance staff, volunteers & public
- To ensure that all technical staff are familiar with the theatre's fire evacuation procedures;
- To work closely with the General Manager and Technical Manager to develop and implement risk assessments, and ensure that all fit-ups are run in accordance with CDM Regulations 2015;
- To give health & safety inductions to all visiting companies, freelance staff & contractors in conjunction with the Technical Manager
- Be a first aider on behalf of the Bush Theatre.

General

- Attend read-throughs, sharings, previews, press and supporters' nights and other Bush Theatre events as required;
- Attend weekly company and operations meetings;
- Actively deliver green policies and practices for the department;
- Adhere to, and actively contribute to, Bush Theatre policies, including Equalities (including diversity, access, and equal opportunities), Environmental and Health & Safety.
- To maximise income and minimise expenditure wherever possible without jeopardising the quality of the work or the reputation of the Bush Theatre;
- To act always in the best interest of the Bush Theatre;
- Carry out any other duties as may be reasonably required.

Person Specification:

Essential

- Significant experience as a technician in an arts venue;
- Excellent knowledge of a range of lighting, sound and AV systems;
- Experience of programming ETC Ion lighting desks and digital sound desks with Qlab
- A good working knowledge of a stage department
- Knowledge and practical experience of all relevant Health and Safety regulations with experience of implementing and monitoring safe working practices;
- Knowledge of and experience of current rigging and working at height practices
- Experience in staff supervision;
- Excellent team worker with good time management skills and the ability to work under pressure and to deadlines;
- Ability to exercise initiative, take personal responsibility and resolve issues independently;
- A positive, solution focused attitude to work;
- Excellent verbal and interpersonal and good written communication skills;
- High level of IT literacy (MS Office);
- Experience of working with CAD and Vectorworks software;
- Strong organizational, time management and prioritization abilities, working effectively under pressure and the flexibility to adapt quickly to demands;
- An interest in the theatre and an enthusiasm for working in a socially engaged and culturally diverse environment;
- Flexibility in relation to duties and working hours which will include evenings and weekends.

Desirable

- A passion for the Bush Theatre and its work;
- City & Guilds electrical qualification to CG2365 and 2377 or proof of competency to BS7671 or equivalent;
- A valid first aid at work certificate;
- Knowledge of Dante Networking
- A full driving license, with van driving experience;
- Experience of carpentry, scenic construction, metalwork and welding.
- Experience of using power and workshop tools

TERMS & CONDITIONS

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| Hours: | 40 Hours per week across at least five days to include daytime and regular evening and weekend shifts (including a minimum of 4 evening duty technician shifts per week) |
| Salary : | £21,000 per annum |
| Holidays: | 30 including Bank Holidays |
| Probation: | Three months |
| Contract type: | Fixed Term |