Dear Applicant

### Theatre Technician

Please find enclosed an information pack for the role of **Theatre Technician** at Tobacco Factory Theatres.

Further information about Tobacco Factory Theatres can be found on our website <http://www.tobaccofactorytheatres.com/>

This application pack includes:

* Information about Tobacco Factory Theatres
* Job Description and Person Specification
* Terms & Conditions
* Application Process

Please also remember to complete the Equalities Monitoring Form and return with your application.

We hope that this pack will help with any questions you might have about the job and the application process. However, if you have any further queries please contact the Theatre Administrator on [theatre@tobaccofactorytheatres.com](mailto:theatre@tobaccofactorytheatres.com)

Applications by: **10am Mon 20 August 2018**.We regret that applications received after that time cannot be considered.

Interviews: **Tue 28 Aug 2018**

Expected Start Date: **Mon 01 October 2018**

Application method: CV and covering letter (maximum 2 sides of A4 each) detailing suitability for the position to [recruitment@tobaccofactorytheatres.com](mailto:recruitment@tobaccofactorytheatres.com). In the subject bar please write ‘**Theatre Technician**’.

We look forward to receiving your application and thank you for your interest in Tobacco Factory Theatres.

**TOBACCO FACTORY THEATRES**

We are looking for an exceptional individual to join Tobacco Factory Theatres asTheatre Technician.

The Theatre Technician will join Tobacco Factory Theatres as the third member of the Technical Department as we prepare for the opening of our new Spielman Theatre. The technical team is led by the Technical Manager who line manages the two part time Theatre Technicians. The Theatre Technician will work with touring companies as well as assisting with in-house productions, artist development and educational work in both our Factory Theatre and Spielman Theatre. The Theatre Technician will predominantly be based at Tobacco Factory Theatres but may from time to time work at other locations in Bristol.

**MISSION STATEMENT**

We tell astonishing stories in extraordinary ways, in our two contrasting theatres at our iconic South Bristol building. Reflecting the voices of everyone in this city, we offer an exceptional programme of live theatre of a wide range of styles for audiences of all ages and backgrounds to enjoy and take part in.

**OVERARCHING PHILOSOPHIES FOR THE PERIOD 2018 – 2022**

1. We will tell Everyone’s Stories on our stages; a programme of excellent theatre that represents and engages our diverse community, nurtures and supports local artists, and develops Bristol’s reputation as a cultural destination.
2. We will broaden our audience reach, to actively engage people living within a stone’s throw in South Bristol, who are amongst the country’s most disadvantaged, and who do not currently think that theatre is for them.
3. We will invest in the artists and audiences of the future through high quality projects and programmes for children and young people with a focus on South Bristol.
4. We will operate with our trademark spirit of warmth, welcome, accessibility and flexibility, taking care of everyone we work with and for.
5. We will balance risk taking, innovation and ambition with financial resilience and sustainability in order to underpin growth in income and activity. We are an organisation that adapts and responds quickly to change and opportunity.

Further information about Tobacco Factory Theatres can be found on our website <http://www.tobaccofactorytheatres.com/>

**JOB DESCRIPTION**

### Theatre Technician

Reports to: Technical Manager

The position will involve working with touring companies as well as assisting with in-house productions, development and educational work. The chosen candidate must have good experience of fit-ups, get-outs, show operation and technical maintenance. A good working knowledge of theatre electrics and sound systems is also required.

The Technician is line managed by the Technical Manager and will be required to work at Tobacco Factory Theatres but also from time to time at other locations in Bristol.

**Main duties**

* To assist the Technical Manager in dealing with visiting companies in order to assess, discover and deliver their technical requirements for their productions and ensuring that they best fit our spaces.
* Facilitate the creation of technical elements of work for both the Producing and Get Involved departments under the direction of the Technical Manager.
* Preparation of lighting and sound equipment for use in performances and events under the direction of the Technical Manager.
* Rig, focus, plot and operation of lighting and sound equipment.
* To assist with the induction and management of casual staff and visiting companies, including venue procedures such as health and safety, security, performance, and licensing.
* To manage and lead casuals for get-ins and get-outs.
* To assist and supervise seating layout changes.
* To take part in the maintenance and repair of all lighting and sound equipment used by Tobacco Factory Theatres.
* To assist in the up keep of the department and the monitoring and replacement of departmental stock.
* To assist with ensuring all productions are compliant with best venue and health and safety practices.
* To carry out administrative tasks relating to the job.
* To work closely with the other members of Tobacco Factory Theatres staff and freelancers.

**Other Duties:**

* Abide by all Tobacco Factory Theatres’s policies and procedures.
* To attend staff meetings, season launches and press nights as required.
* To keep abreast of all activities at Tobacco Factory Theatres.
* Any other duties as mutually agreed.

**This job will involve**

* Working at Tobacco Factory Theatres and occasionally at other Bristol based locations.
* Working evenings, weekends and late/unsocial hours.
* Working unsupervised.

**SKILLS AND EXPERIENCE**

**Essential:**

* Experience of programming ETC lighting consoles; including intelligent fixture programing.
* Experience of set up and operation of sound equipment including Qlab; digital desks and network protocols.
* Basic knowledge of entertainment IP networks.
* Experience of fit-ups and get-outs.
* Show operation.
* Technical maintenance.
* A good working knowledge of theatre electrics.
* Experience of working with and supporting creative teams.
* Strong communication skills.
* An enthusiasm and interest in theatre.
* The ability to work at heights.

**Desirable:**

* Clean Driver’s License.
* PAT test qualification.
* Electrical qualification.
* Experience of touring theatre.
* Formal training in first aid, manual handling, health and safety and working at height.
* AutoCad skills.
* Live sound work.
* Sound design experience.
* Lighting design experience.
* Set construction skills.

**Characteristics:**

* Excellent time management.
* Resourceful in problem solving.
* Ability to juggle competing demands and prioritise in a busy environment.
* A positive and flexible attitude.
* Confident, professional, enthusiastic and self-motivated.
* Ability to work well in a team but also work independently.
* Ability to lead a team.
* A willingness to work flexible hours including evenings and weekends.

**TERMS & CONDITIONS**

### Theatre Technician

Hours per week: Part time (20-25 hours per week) working daytimes, evening and weekends.

Salary: Up to £19,436 per annum (pro rata), dependent on experience

TFAT subscribes to an auto enrolment pension scheme

Contract: Permanent

Holiday: 30 days (pro rata) inc bank holidays

Employer: Tobacco Factory Arts Trust

Location of post: Tobacco Factory Theatres, Raleigh Road, Bristol, BS3 1TF

Responsible to: Technical Manager

Trial period: Two months

Notice period: Two months

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