



EMERGENCY
EXIT ARTS

Emergency Exit Arts

Job Description

Technical Production Assistant (P/T – 0.6)

About Emergency Exit Arts (EEA)

Founded 1980, EEA began as an artists' collective born out of a desire to radically transform the ordinary into the extraordinary. At a time of social and political change we aspired to make a positive difference to people's lives, particularly those who were discriminated against and those living in economically excluded communities across London and the UK. Now a registered charity and one of the Arts Council England's National Portfolio Organisations, EEA has evolved into the reputable outdoor arts company it is today, still pioneering and still inspiring change through creativity.

EEA are clear about what it is we want to achieve and how we are going to achieve it. Our vision is to inspire change through creativity. We will do this by:

Enhancing places by making dynamic and surprising work in the public realm
Enabling people to be creative and confident
Astonishing audiences with moments of wonder

Main purpose of the job

EEA is looking for a creative and highly organised individual with proven experience in a similar role. The Technical Production Assistant will work closely with the Senior Production Manager and team of Creative Producers to ensure the smooth running of EEA's spectacular outdoor events and ensure they are delivered in a professional manner to a high standard. The role would include a period of training with the Senior Production Manager on the workings of some of EEA's unique creations, use of pyrotechnics, fireworks and fire and the writing of schedules and risk assessments.

EEA is committed to being an equal opportunities employer. We are particularly interested in receiving applications from people with diverse backgrounds.

Key Activities

- To support the technical team on the safe provision of all technical aspects relating to EEA's productions and events
- To support the onsite delivery of EEA's events including carnivals and parades, fireworks displays and large scale outdoor productions
- To be proficient in the use of all EEA's systems and equipment
- To deputise for the Senior Production Manager as required
- To assist the Senior Production Manager in implementing and inputting to working practices and procedures
- Assisting management of a small team of volunteers
- Booking transport and accommodation for touring shows
- Researching, obtaining quotes and procuring services of various suppliers.
- Supporting EEA's designers and artists in the realisation of their work to a high level



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- To provide support and give practical technical assistance to technicians and artists as well as provide effective solutions to problem solving.
- To work with the Senior Production Manager ensuring compliance with all legislation, industry standards and best practice relating to the risk assessment of events and safe operation of equipment
- Source and contract third-party suppliers as required, securing quotations to ensure best value for money for the organisation
- Write risk assessments and method statements for agreed events and productions, ensuring that Health and Safety Policies and licensing requirements are adhered to at all times
- In collaboration with the Senior Production Manager, ensure all equipment and facilities relevant for technical production are inventoried, regularly maintained and serviced to be fully operational at all times. This will include engaging and managing external contractors to an agreed budget and timetable, as well as undertaking proactive ongoing maintenance
- Produce kit lists, production schedules and all other related paperwork, such as risk assessments, and technical specs.
- To carry out any other duties that may be reasonably requested by the Senior Production Manager.
- Be an enthusiastic advocate of EEA and have a thorough understanding of the company's mission, vision and aims

Person Specification:

Essential knowledge, skills and experience

- A good working and practical knowledge of at least one of the following:
 - Lighting
 - Sound
 - AV
 - 12v power systems
 - Electrical systems
 - Technical Construction
- Must be over 25 with a clean driving licence and able to drive vans
- Proven knowledge of industry Health and Safety standards
- Organised and highly motivated with a willingness to learn new skills
- Strong communication skills
- Able to deliver to tight deadlines and balance conflicting priorities
- Work flexibly in terms of methods, approach and timekeeping
- A passion and aptitude for technical problem solving
- A capacity to operate and understand IT packages and databases (affinity with Microsoft Word, Excel, Outlook, PowerPoint)
- Ability to pay close attention to detail and maintain accuracy while handling a varied and demanding workload
- Be professional and reliable at all times

Desirable knowledge, skills and experience

- Experience of technical management
- Experience of Portable Appliance Testing



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- Demonstrable knowledge of and skills in using lighting and sound systems and in rigging techniques
- Electrical qualification from an accredited training body or relevant informal training
- Knowledge and experience of outdoor arts
- Knowledge and experience of current rigging and working at height practices

TERMS AND CONDITIONS

Salary: £23,000 - £25,000 per annum pro rata dependent on experience

Contract: Part time, based on 3 days per week, fixed term until 31 March 2020. This is a flexible working days contract and evening and weekend work is required. This is a new role and we hope to make it permanent in the future.

Pension: Auto-enrolment in company pension scheme with 3% employer contribution and 5% employee contribution.

Holiday: The employee shall be entitled to 22 days holiday per year (pro rata) increasing by one day per full year of employment up to a maximum of 30 days, plus (pro rata) statutory, public holidays. Holiday entitlement will be accrued according to the length of time served.

Probation: 6 months from the first day of appointment

Notice Period: During the probation period the notice period will be 1 week, on either side. After completion of the probation period this will increase to one month, on either side.

MAKING AN APPLICATION

Please send a copy of your CV, a completed equal opportunities form, and a cover letter, outlining your interest in the position and how you feel you meet the person specification, via **email** to **info@eea.org.uk**

Your cover letter should be no longer than two sides of A4 paper.

Please use the following as the subject heading for your email – **Technical Production Assistant APPLICATION**

The deadline for applications is **Monday 15th April 2019, 10am**. Any applications received after this point will not be considered.