

## WE ARE STRATFORD CIRCUS ARTS CENTRE

Thank you for your interest in the position of Senior Technician at Stratford Circus Arts Centre.

We believe that access to art brings joy, empowers people, and draws them together. We provide world-class, accessible creative experiences and performances on the doorstep of people in Newham and east London.

Stratford Circus Arts Centre is a vibrant place to create and experience art through exceptional theatre, dance, music and circus and visual exhibitions and we present work for families, young people and adults. We support national, international and east London artists to create new work that is relevant to local people, connecting artists and audiences to help them find authentic voices.

Our education programme works with schools and community organisations to introduce local people to artistic experiences through workshops and bespoke creative learning projects. We are proud to be a founding partner of the East London Cultural Education Alliance, delivering outstanding creative opportunities for children and young people across East London.

Our modern and versatile building receives more than 125,000 visits a year and is a key resource for the local community. We regularly hire out space to artists, schools and local groups as well as corporate clients and promoters. Stratford Circus Arts Centre is a National Portfolio Organisation of Arts Council England and a registered charity. Any profits we make go directly back into our work.

## WHAT WE DO

- **We welcome** diverse audiences and actively support people who are marginalised. We are a venue that local communities are proud of and value and where people encounter great artistic experiences and creative opportunities.
- **We create** high-quality, mixed art-form artistic programmes linking Stratford Circus Arts Centre both to its immediate communities and to other creative organisations, regionally, nationally and internationally.
- **We develop** creative and cultural skills through direct engagement with young people and communities, enabling wider access, progression and career development.
- **We engage** with professional arts organisations and individual artists leading to the development of creative programmes and festivals, the incubation of new artistic work, and the professional development of individuals.

**Stratford Circus Arts Centre is an equal opportunities employer.**



Stratford Circus Arts Centre  
Theatre Square  
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020 8279 1080  
stratford-circus.com

## SENIOR TECHNICIAN

**Reference number:** SAT T008

**Contract: Full-time.** Initially a 1 year contract with a 6 month probation period

**Reporting to:** Head of Technical Services

**Salary:** £26,000

**41 hours per week** (including breaks: evening and weekend working as necessary)

Stratford Circus Arts Centre operates a flexible working policy including TOIL

**Holiday entitlement:** 23 days per annum, increasing by 1 day for each complete year up to a maximum of 30 days, plus bank holidays

**Pension:** Stratford Circus Arts Centre will pay a statutory contribution of your salary on successful completion of 6 months' probation

**Deadline for applications:** 28<sup>th</sup> March 2019

**Interview date:** tbc

To apply, please fill out the application form and return it, along with a cover letter addressing the Person Specification and outlining your suitability for the position. Please submit your application to [jobs@stratford-circus.com](mailto:jobs@stratford-circus.com) by the due date specified.

## PURPOSE OF POSITION

The Technical Service is a central function to Stratford Circus Arts Centre and is critical to the successful delivery of events. Each year we deliver over 600 productions and events comprising: our own adult and children's programme, partnership and co-productions, conferences and artistic hires. Other income generating events range from corporate training days to small scale meetings, university classes and rehearsals, many of which require technical oversight and input.

The Senior Technician supports the HoTS in managing the in-house technical team to deliver all events and productions at Stratford Circus Arts Centre within budget and to the highest possible production standards, including working evenings and weekends as part of the normal shift pattern.

With a strong working knowledge of the arts sector, the successful applicant will demonstrate the following qualities:

- Ability to work in a fast paced, energetic and demanding environment
- Possession of impressive interpersonal skills, with the ability to engage with a wide range of personalities and backgrounds in a clear and effective manner
- Organised and with a highly flexible approach to work
- Ability to manage a team to produce their best work, creating a positive can-do attitude that is customer and delivery focussed

## KEY RESPONSIBILITIES

- Provide a constant, professional, effective and friendly point of contact for all visiting companies, artists and their representatives
- Provide technical support and advice for external hire clients and in-house departments as required

- Co-ordinate advance planning of get-in and get-out requirements, stage set-up and seating requirements, providing technical specifications and plans as necessary
- Programme lighting and sound desks for all shows and events as required
- Oversee and assist with get-ins and fit-ups of scenery, rigging and effects
- Advise non-technical staff about suitability of hires and internal programme to all in-house spaces
- Manage the staff team to deliver outstanding professional service
- Ensure the technical and Front of House teams receive up-to-date training to create knowledge in depth
- Ensure the technical areas are fully secure, and manage the spaces to minimise the opportunities for theft and/or damage of company owned property
- Manage the maintenance of the spaces and equipment through thorough advance planning
- Manage the inventory of all assets and systems for logging resources hired in or on loan
- Maintain records, logs, certificates and licenses as required
- Make recommendations for the timely purchase of supplies through thorough advance planning
- Able to identify cost effective and creative solutions to achieve good value for money
- Oversee and assist in keeping all technical areas clean and tidy
- Ensure all equipment throughout the building is PAT tested appropriately and in a timely fashion
- Deputise for the HoTS and Duty Manager as required.
- Act as an appointed First Aider for the building

## **EXPERIENCE AND KNOWLEDGE**

### Essential

- Minimum 3 years professional experience as venue technician
- Technical staff management experience
- Thorough grounding in sound and lighting systems for medium scale auditoria
- Knowledge of health and safety regulations relating to live performance
- Ability to work with a diverse group of people ranging from large scale professional companies to amateur and student organisations
- Numeracy and literacy sufficient to undertake data and financial record keeping, generate reports and create purchase orders

### Desirable

- Background in live sound engineering
- Experience of counter-weight flying systems
- Professional experience as touring lighting technician or sound engineer
- Knowledge of AV and IT equipment including networking
- First Aid qualification
- IPAF card holder/training

*This job description outlines the types of work involved in this role. It is not exhaustive and the post-holder may undertake other duties as reasonably required. This job description may also be reviewed in consultation with the post-holder to ensure that it continues to meet to ongoing requirements of the organisation.*