

The main focus of the role is to provide support in the Technical Services department at Stanley Arts during a very busy season, working across lighting, sound, stage management, and live-stream support for events. It is offered on a freelance, fixed term basis for 17 weeks, but with a regular weekly commitment of 40hrs p/wk.

The **Venue Technician** will support the **Senior Technician** and **Events & Operations Manager** in their planning of the technical support for the events programme from October through to end of January.

With support, you will deliver Sound, Lighting, Video & Livestream technical services. You will also work with the senior technician to formalise technical processes in the building, improving equipment management. As part of our new NPO status, we will be live streaming a lot of our events; as well as creating video content and recording/producing podcasts.

Key Responsibilities

- General technical support for lighting, sound and broadcast services. In absence of the Senior Technician, taking the lead for technical services for given shifts and performances.
- Carry out other tasks as required by the **Events & Operations Manager & Senior Technician**, in line with the overall role aims.

Events

- Support the lighting, sound and other technical needs of external events bookers & building users in a friendly & helpful manner across the venue.
- Support the lighting, sound and other technical delivery of events that are part of the Stanley Arts artistic programme.
- Be able to lead the running of technical support required for the variety of events, including Duty Technician as well as operation.
- Ensure the safe operation of all technical equipment to appropriate standards.
- Ensure correct operation of all technical equipment to minimise damage to the equipment.
- Promptly report any faults or broken equipment to the **Senior Technician** and/or **Events & Operations Manager**.
- Assist in making sure all backstage and non-public areas are clean and tidy, with all walkways and passages clear.
- Ensure all technical equipment is put away in the correct storage location and secured at the end of EVERY event to prevent theft or damage.

Technical Services

- Make sure the weekly in-house technical schedule adhered to, including checks of the 'unmanned' technical equipment.
- Support the record-keeping of the technical equipment stock list, with regular checks being undertaken.
- Assist to keep technical storage areas well ordered, with all equipment clearly labelled and stored in the correct location.
- Assist to keep the venue Asset list up to date; log and label all new equipment on arrival if required.
- Update the Asset List when equipment is relocated around the building.
- Keep technical equipment in good working order.

- When time allows, carry out PAT testing of equipment and small electrical items across the site.

Duty Management

- When required, act as Duty Manager, locking up the site securely, and ensuring intruder alarms are on and the fire alarm system is fully operational.
- As required, assist with portering of tables & chairs across the site.

Person Specification

Stanley Arts welcomes applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith, socio-economic background or disability. Individuals from global majority backgrounds are particularly encouraged. All appointments are made on merit, following a fair and transparent process. The organisation employs positive action where appropriate to ensure our staff team better reflects our audiences and communities.

Essential:

- Interest in the arts
- Experience of providing technical support (evidence of working on events or similar)
- Willingness to learn new skills / expand overall skill set
- Able to meet deadlines and have good time management
- Ability to work well within a team as well as independently
- Able to work well with a variety of clients
- Organised & keep of the technical areas building clean & tidy
- Able to work shifts (including evenings & weekends)
- Knowledge of Health & Safety and safe practice in a performance environment

Desirable:

- Experience in programming & thorough operation of events (Sound, LX, Video)
- Experience in working on a variety of events (music, theatre, dance, conference)
- Livestream and/or camera operation experience
- Experience in operating the following software: QLab, ETC EOS, Chamsys Quick Q, Allen & Heath Mixing Desks, Blackmagic Video Switching
- Knowledge of Google workspace

Terms and Conditions:

This is a freelance, fixed term contract

Total Pay: **£10, 200** (This will be paid on receipt of monthly invoices for work done in that month)

Term: **17 weeks** (From 1 October 2023 to 26 January 2024)

Hours: **40 hours per week**

Applications:

If you're interested in the position, please send your CV & cover letter to Amie, the **Events & Operations Manager**, amie@stanleyarts.org by **midnight** on Sunday 17th September. We're looking to conduct interviews on Wednesday 20th & Fri 22nd September.
