

Pleasance Theatre Trust - Role Pack

Duty Technician (Fringe)

June 2021

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1. About Pleasance Theatre Trust

The Pleasance Theatre Trust is delighted to reopen the gates for the 2021 Fringe.

This year's Festival may be smaller, but its purpose has never been bigger - bringing artists back to the stage and creating opportunities to nurture and support new talent. This is a moment to rebuild and rediscover - embodying the hopeful spirit of our very first year on the Fringe in 1985.

As an educational charity the Pleasance remains fiercely committed to developing careers. In our festival team, those working in the industry stand proudly side by side with those just starting out in the Pleasance Festival Volunteer Programme. Together they support the artists on stage, visiting audiences, and each other.

This year's Covid secure operation puts health, wellbeing and enjoyment at its core - having been carefully designed to adhere to all public health guidance and legislation.

The Pleasance is a place for everyone, built by us, but made unforgettable by you.

Join us.

The Pleasance Theatre Trust is a registered charity - charity numbers 1050944 (England & Wales) and SC043237 (Scotland).

2. About Our Team

The Pleasance is a place for experiences – both on and off the stage. For our team, audiences and performers alike, we want this experience to be positive, lasting and even life affirming. We measure the success of our operation through the delivery of these experiences, not by ticket sales or 5 star reviews. To achieve this, we are looking for people who share our values;

- **Passion** – Our team is driven by their enthusiasm for what they do and why they do it. From this comes a unique energy that fuels us, creates momentum and permeates every facet of the Pleasance.

- **People** – No matter the level of knowledge or seniority, each and every team member has an equal value. Our collective ambitions can only be achieved through the active participation of all. Our team is committed to inclusion, peer-to-peer learning and pro-active support.
 - **Pride** – We are motivated to deliver the highest possible standards with an approach that is as personable as it is professional. Our team takes pride in creating an exemplary environment where participants feel nurtured, engaged, valued and inspired.
 - **Perseverance** – We operate in a fast-paced working environment and take this on with open arms and eyes. Through a positive mind-set, good sense of humour and a “can do” attitude, our teams share both the challenges and rewards of an unparalleled creative workplace.
 - **Progression** – We exist to offer a platform to talented people looking to develop in the creative industries and will work tirelessly to support them in that pursuit. We are a family that is proud to be represented by an inspiring community of alumni that spans the globe.
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3. About the Role

Role:	Duty Technician
Department:	Technical
Line Manager:	Head of Production
Key Relationships:	Venue Manager, Venue Crew, Front of House Management
Contract:	Fixed Term - Freelance

Role Description

The **Duty Technician** is the backbone of technical support at Pleasance Edinburgh, working closely with venues, performing companies and site partners to ensure the smooth running of the daily operation.

They work closely with Venue Managers and Crews to ensure performance spaces remain fully operational at all times and run according to schedule. They provide both proactive and reactive support, assisting in production get-ins and turnarounds and problem solving faults or issues as they arise.

They are also responsible for ensuring that Health & Safety protocols are maintained across the site, including Covid Security mitigations. Whilst on Duty they will lead the response to any site alarms or evacuations, working closely with the joint site management team at the Edinburgh University Students' Association.

The Duty Technician will maintain an active presence on site, providing assistance to any department that may require an extra set of hands when not assigned to specific duties and in particular, using their skills and experience to enhance the knowledge of Venue Crew volunteers.

The Duty Technician will be part of the Festival build team prior to the festival performance dates and will actively contribute to the construction phase of the Pleasance's performance spaces and site.

The ideal Duty Technician will be a multi-skilled technician with managerial experience and a good knowledge of sound and lighting. They will be confident, approachable, adaptable and be equipped with a positive attitude.

Key Responsibilities

Performance Space Management

- Work closely with Venue Managers and Venue Crews to support;
 - Maintenance and fault finding of equipment;
 - Loading and unloading incoming productions into the performance space;
 - Technical rehearsals and pre-performance sound / lighting checks;
 - Turnarounds between performances;
 - Audience seating;
 - Timekeeping.
- Supplement venue staffing as required, including covering breaks and when additional technical resources are required within the performance space.
- Operate sound and/or lighting equipment for live performances, if required.
- Ensure a positive and welcoming environment for all productions, company members, staff and audiences.

Site Management

- Act as designated person in charge for alarms, evacuations, accidents and emergencies, working closely with the Edinburgh University Students' Association and Security leads.
- Act as designated fire marshall.
- Where appropriately trained, act as a designated first aider.

Operations

- Ensure the daily schedule is understood and supplementary information communicated to those on shift.
- Liaise with incoming and performing companies.
- Maintain a high level of internal cross-departmental communication.
- Produce and update designated paperwork, including, but not limited to, daily reports, risk assessments, accident reports and contra records.
- Ensure all reported issues are resolved in a timely manner.
- Attend and deliver planned and ad-hoc training as required.

- Deputise for the Head of Production as required.

Health & Safety / Covid Security

- Oversee and ensure compliance of the Pleasance Covid Security Policy on site, working closely with other departments and site partners at the Edinburgh University Student's Association, including but not limited to;
 - Social distancing is maintained;
 - One-way routes are followed;
 - Restrictions and guidance are communicated;
 - Face coverings are worn, unless exempt;
 - Equipment and high-volume touch points are sanitised;
 - Seating and tables are sanitised between performances;
- Oversee and ensure compliance of the Pleasance Health & Safety policy on site.
- Monitor risks and report all pertinent information internally.

Venue Build / Strike

- During this period, tasks will be assigned to be appropriate to the team member's abilities, but may include physically exerting duties such as lifting; carrying; construction; rigging; technical installation; painting and finishing. This process is replicated during the Get-Out period, when venue facilities are de-rigged following the final performances.

Volunteer Support

- All members of the Pleasance team have a collective responsibility to those participating in the Pleasance Volunteer Programme, in any department or role, with responsibilities including;
 - Maintain a supportive environment and workplace;
 - Ensure equal inclusion and participation of all;
 - Offer professional advice and support;
 - Contribute to a fun and rewarding experience.

General

- Act as a representative of the Pleasance and its values.
- Be responsive to situations as they arise, adapting operations as required.
- Work cross-departmentally to ensure the smooth running of the operation.
- Fulfill ad-hoc duties on behalf of other departments, if required and appropriately trained.
- Ensure that the Pleasance is represented to all visitors as having excellent standards and first class service.

Personal Specifications

Essential Skills

- Comparable experience within a venue or live performance setting.
- Knowledge and familiarity of the installation, operation and maintenance of sound and stage lighting equipment of
- Understanding of current health and safety principles and regulations.
- Excellent communication skills.
- Experience working collaboratively and relationship management.
- Resilience working under pressure, calm and an unrelenting good humour.
- Supportive management style.
- A can-do attitude in line with the Pleasance's values.

Desirable Skills

- Experience as part of a venue operation at the Edinburgh Festival Fringe.
- Technical specialism in sound and/or lighting.
- Experience working with, managing or implementing covid security measures.
- Experience managing a team.
- Experience working with volunteers or less experienced staff.
- Experience delivering technical training and/or knowledge sharing on the job.
- First Aid at Work qualification.

4. Contract Terms

Contract Type: Fixed Term - Freelance

Period of Engagement: 24/07/21 - 01/09/21 inclusive (travelling 23/07/21 & 02/09/21, if required)

Key Dates: Build: 24/07/21 - 31/07/21
Get-In Period: 01/07/21 - 05/08/21
Festival Performance Dates: 06/08/21 - 29/08/21
Strike: 30/08/21 - 01/09/21

Total Fee:	£2715
Payment Schedule:	50% Total Fee on 17/08/21 50% Total Fee by 17/09/21, on completion
Place of Work:	Edinburgh, United Kingdom
Schedule of Work:	Working on a rotating shift pattern with an average 6 day week during the Period of Engagement. Evening and weekend work are essential in this role.
Accommodation:	Accommodation may be available to those that require it at a partially subsidised rate.
Right to Work:	All applicants must have the right to work in the UK. If you are not a UK citizen and require additional visas or working permissions, please specify this in your application.

5. Applications

To apply, please send your CV and cover letter in .pdf or .doc format by email including the Role in your subject line to:

jobs@pleasance.co.uk

Applicants are also requested to complete the Pleasance Equal Opportunities Monitoring Form at:

<http://bit.ly/PleasanceEqualOps>

Deadline: Applications will be reviewed and interviews held via Zoom or phone on a rolling basis until all roles are filled. Applications will be considered on a first applied, first reviewed basis and interviews scheduled with shortlisted candidates accordingly.

Applications via alternative means such as a video or voice application will be accepted from those who require reasonable adjustments. Please contact us if you wish to discuss this.

Contact:	Email:	jobs@pleasance.co.uk
	Phone:	+44 (0)207 619 6868
	Post:	Recruitment Pleasance Theatre Trust Carpenters Mews, North Road, London, N7 9EF

6. Equal Opportunities



The Pleasance Theatre Trust is an equal opportunities employer and welcomes applications from all sections of the community. In particular, we encourage applications from backgrounds or social groups currently underrepresented in the creative industries.

If you would require any reasonable adjustments at interview or whilst undertaking the role as specified, please highlight this as part of your application and we will be happy to discuss these.
