

Pleasance Theatre Trust - Role Pack

Venue Technician - Fringe Futures Festival (Fixed Term)

April 2021

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1. About Pleasance Theatre Trust

As a registered charity, the Pleasance Theatre Trust aims to create a compelling platform to discover, nurture and support fresh artistic talent from across the globe.

Operating year-round in London and in Edinburgh during the Festival Fringe in August, the Pleasance has become renowned for delivering an inspiring programme year on year that uniquely embodies the spirit of the Fringe.

Our London base houses 3 theatres, whilst Pleasance Edinburgh is home to 23 performance spaces across 3 sites with an audience of over 500,000 across 27 days.

As an educational charity the Pleasance is fiercely committed to developing opportunities to grow careers. In our team, experienced industry professionals stand proudly side by side with those just starting out. Together they support the artists on stage, visiting audiences, and each other.

The Pleasance is a hub of creativity which cultivates the brightest new ideas, raw talent and skills.

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 staff, 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:	Venue Technician - Fringe Futures Festival
Department:	Technical
Line Manager:	Venue Technician - In-House
Key Relationships:	Festival Producers / Programmers / Duty House Managers / Front of House Team / Box Office Team / Technical Director
Contract:	Fixed Term

Role Description

Working closely with the in-house Technical Team, the **Venue Technician** is a highly motivated and multi-skilled technician who will oversee the successful technical delivery of the Fringe Futures Festival at our permanent London Theatre. Taking place in our reconfigured Downstairs theatre space, this 5 week work in progress festival will welcome a new production each day with 2 back to back public performances following a brief technical rehearsal.

The Venue Technician will be the lead technical contact for all festival productions, working closely with them whilst in the space and providing technical support during performances. In addition to maintaining health and safety procedures, they will be responsible for ensuring that all activity complies with the Pleasance Theatre’s covid security measures, which have been devised to enable safe public performance in this reconfigured space.

The Venue Technician will have excellent communication skills, a thorough knowledge of technical practices, a passion for theatre performance and the ability to establish positive, collaborative working relationships with incoming companies that encourage creativity. Given the fast paced nature of the festival programme the ability to prioritise, manage time efficiently and maintain a positive, flexible approach to work tasks will all contribute to the success of the project.

While performing the duties of this job, the candidate will regularly be required to speak, hear and have good or corrected vision. It is expected that the role will be very active and requires standing, walking, kneeling, stooping, crouching, crawling, and working at height.

Key Responsibilities

Visiting Companies & Productions

- Act as the principal Duty Technician for the Future Fringe Festival delivering outstanding technical support and production guidance to visiting companies.
- Assist in the loading and unloading of visiting productions into the Downstairs theatre space.
- Translate visiting companies' technical visions for their production and collaborate with them to facilitate those requirements within the parameters of the resources available.
- Operate lighting, sound and AV as required for all performances in the theatre space.
- Ensure the theatre space's schedule runs to time.
- Work with the in-house Venue Technician to prepare the theatre space and equipment to satisfy the needs of incoming productions.
- Maintain first class communication with the Duty House Manager, Front of House Team, Box Office Team and Pleasance Festival Producers/Curators at all times.

Administration

- Ensure that daily Duty Tech reports are appropriately completed and logged.
- Ensure that all pertinent technical information is circulated to the in-house Technical Team.
- Review technical specifications and Health & Safety documentation for festival productions.
- Carry out basic admin duties or attend production/ department meetings, if required.

Maintenance

- Maintain the cleanliness and functionality of the theatre space, including the auditorium, storage rooms and backstage facilities, carrying out reactive maintenance if required.
- Ensure the ongoing maintenance of the technical equipment in the theatre space, reporting any issues to the in-house Technical Team in good time to ensure minimal disruption to the festival programme.

Health & Safety

- ensure that all work being carried out in the venue adheres to Pleasance Theatre's safe working practices.
- Oversee and ensure compliance of Health & Safety procedures.
- Oversee and ensure compliance of Covid Security guidelines.
- Ensure visiting productions adhere to the mitigations outlined in their pre-submitted Covid Secure Risk Assessments in addition to adhering to in-house procedures.
- Carry out dynamic risk assessment for a range of activities, as required.
- Ensure daily checks are undertaken of emergency lighting, house lighting, fire escapes and fire extinguishers whenever anyone is in the theatre space.
- Ensure the theatre space and other working areas are clear of potential hazards that may cause trips, falls or injury to staff, visiting companies or the general public.

General

- Liaise with other departments across the organisation to ensure the smooth running of operations.
- Ensure that the Pleasance is represented to all visitors as having excellent standards and first class service.
- Act as a representative for the Pleasance and its values.

Personal Specifications

Essential Skills

- Competent at preparing, rigging/ installing and focusing technical equipment.
- Basic knowledge of technical equipment maintenance.
- Good level of ability in fault finding.
- Good at working under pressure.
- Self motivated and confident to work independently on technical projects.
- Previous experience of working with ETC lighting consoles and confident with basic programming.
- Previous experience of working with analog sound setups and confident in basic mixing and show operation.
- Flexibility to work unsociable hours, including weekends and public holidays.

Desirable Skills

- Previous experience of working with ETC Coloursource consoles.
- First Aid at Work qualification and willingness to be a designated first aider whilst on duty.
- Previous experience programming and operating QLab Software.
- Experience AV set up and operation.

4. Contract Terms

Contract Type: Fixed Term, Full Time - Freelance

Period of Engagement: 24/05/21 - 25/06/21 inclusive

Fee: £500 per week

Place of Work: London, United Kingdom

Schedule of Work: 46 hours per week, Monday - Friday.
12:00 - 22:00 daily with a 1 hour meal break.
Each Thursday there will be a 1 hour festival production meeting.

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 to:

jobs@pleasance.co.uk

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



<http://bit.ly/PleasanceEqualOps>

Deadline: 17:00, 16th April

Interviews: 21st & 22nd April

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.
