

Pleasance Theatre Trust - Role Pack

Venue Technician June 2024

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About Pleasance Theatre Trust

The Pleasance Theatre Trust is one of the most established Fringe theatres in the UK - which as a registered charity aims to discover, nurture and support artistic talent from around the world.

Operating year-round in London and in Edinburgh during the Festival Fringe in August, the Pleasance has become renowned for presenting a programme of compelling and entertaining shows that uniquely represents the spirit of the Fringe.

Our London theatre has 3 performance spaces, whilst Pleasance Edinburgh is home to a further 33 across 3 sites with an audience of over 500,000 across 27 days.

As an educational charity the Pleasance is committed to developing opportunities to grow careers. Our team includes experienced industry professionals working proudly alongside those just starting out. Together they provide support to artists, audiences and each other.

The Pleasance is a place where journeys begin; built by us, but made unforgettable by you.

We hope you'll join us.

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

What we look for in applicants

We are looking for team members with:

- A positive attitude.
- A willingness to work as a team.
- An ability to remain motivated, particularly in a fast paced environment.
- A commitment to sharing their experience with others.
- Relevant skills that would support you in the role (see “Role description” for more detail).

Successful applications are most often ones which clearly and concisely communicate these points.

JOB SPEC: VENUE TECHNICIAN

Incoming Productions

- Work alongside the Technical Manager to understand requirements, then plan and prepare equipment for incoming productions.
- Attend production meetings for incoming productions as required.
- Collate incoming technical information from visiting companies through pre production communication and/or production meetings.
- Be Principal Contact for Studio productions, including Futures Festival.
- Ensure technical specifications, drawings and any other venue documentation relating to the Studio are accurate and available.
- Ensure that the Pleasance is represented to all visitors as having excellent standards and first class service.
- Oversee the fit-up/loadout of incoming productions, supervising the casual technical crew where appropriate.
- Induct visiting companies into the venues, covering all H&S practices and protocols that are required.
- Ensure that companies continue to follow the Pleasance H&S protocols throughout their visit.
- Share the performance Duty Technician responsibilities building wide during the week.
- Carry out show operation duties across all performance spaces as required.
- Willingness to work unsocial hours, including weekends and public holidays when required.

Departmental

- Line Manage casual technicians, ensuring house procedures, health & safety policies and safe working practices are maintained. Provide supplementary training as required. Encourage a culture of support and encouragement within the department.
- Attend weekly departmental meetings, providing an update on the Studio and raise any issues.
- Adhere to the annual technical calendar, reporting known or predicted requirements such as maintenance issues to the Technical Manager.
- Ensure financial procedures are maintained within the technical department, including Purchase Orders, Invoices and Petty Cash requests.

Health & Safety, Policies & Procedures

- Ensure that any issues identified within show reports or company meetings are addressed and actioned within an acceptable timescale.
- Adhere to all H&S protocols and procedures, delivering appointed duties and maintaining logs and records as required.
- Ensure weekly H&S building checks are being carried out.
- Ensure safe working practices are adhered to at all times by staff, visiting companies, contractors and any other parties under our supervision.
- Adhere to the organisation's Environmental Policy and ensure proactive steps are taken to improve the operation's environmental impact.

Premises

- Maintain the cleanliness of the performance spaces and backstage areas on a daily basis.
- Ensure the infrastructure and technical specs for all theatre spaces are well maintained, regularly serviced and provided to incoming productions as advertised
- Support the London Operations team in the reactive maintenance of the premises.
- Support the Technical Manager in the ongoing maintenance of the performance spaces and backstage areas.
- Assist in pre-planned periods of maintenance and technical upgrades, working closely with the Senior Venue Technician and Technical Manager.

Show Calls

When scheduled on show call as Duty Technician for get-ins, performances, get-outs and rehearsals;

- Ensure incoming productions are welcomed to the premises and given full briefings.
- Provide on-site support and advice.

- Oversee load-in, fit-up and strike of sets.
- Rig LX, sound and video according to agreed plans. Reset to house configuration.
- Operate lighting, sound and video.
- Undertake daily checks of emergency lighting, fire extinguishers, fire doors, fire alarms and fire escapes.
- Complete daily Duty Tech and health and safety reports.
- Ensure all spaces are clean and clear of potential hazards that may cause trips, falls or injury to staff, performing companies or the general public.
- Act as designated first aider and fire marshall.

Edinburgh Festival Fringe

- Relocate for the Edinburgh Festival Fringe and perform duties within the Edinburgh Technical Department to support the fit-up, the active Festival, and the loadout (may vary year-to-year as operations change).

General

- Deputise for the Technical Manager and Senior Venue Technician as required.
- Attend and participate in regular Company and Operations Meetings.
- Ensure that the Pleasance is represented to all visitors as having excellent standards and first class service.
- Contribute to the ongoing development and improvement of technical operations.
- Any other jobs required to ensure the smooth running of the theatre.

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 confidence with basic programming.
- Previous experience of working with analog sound setups and confidence in basic mixing and show operation.
- Flexibility to work unsociable hours, including weekends and public holidays.

Desirable Skills

- Previous experience of working with ETC Colorsource 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 with AV set up and operation.

Reporting To: Technical Manager

Line Manager To: Duty Technicians (Casual Contracts)
Technicians (Casual Contracts)

Salary: £25,000 per annum

Working With: Senior Venue Technician, General Manager, Operations Coordinator, FOH & Events Manager, Duty Managers, Box Office Manager, Deputy Box Office Manager, and wider team as required.

Applications guide, timeline and process

Application timeline

The application timeline for this role is as follows:

- Wednesday 13th June 2024: Applications open
- Wednesday 11th July 2024, 5pm: Applications close
- Week commencing 15th July 2024: Interviews (first round - second round interviews subject to confirmation if required).
- Role commences September 2024

Making an application

To apply for this role, you can make one of the following applications:

- **In Writing:** A written application can be made by emailing your CV and a cover letter explaining your suitability to the role to jobs@pleasance.co.uk with the role title and your name included in the subject line.
- **Audio:** An audio application can be made by emailing an .MP3 audio file of your cover letter / suitability to the role. A verbal summary of your relevant experience can be given in place of a CV. Audio should be clear and easy to hear and understand. To submit an audio application email the file to jobs@pleasance.co.uk with the role title and your name included in the subject line. If the file is large please use a file sharing site such as www.wetransfer.com
- **Video:** A video application can be made by emailing a .MP4 or .MOV video file of your cover letter / suitability to the role. A verbal summary of your relevant experience can be given in place of a CV. There is no dress code for video applications. To submit a video application

email the file to jobs@pleasance.co.uk with the role title and your name included in the subject line. If the file is large please use a file sharing site such as www.wetransfer.com, or upload a private video to a hosting site such as YouTube, Google Drive or Dropbox and send the link for viewing.

- Please can you also complete our [Equal Opportunities Monitoring Form](#) - all data is anonymised and stored in line with our GDPR Policy.

Application process

The process has two to three stages:

1. An application
2. Interviews for shortlisted candidates
3. Second round interviews for further shortlisted interviewees if deemed necessary

How we assess your application

- Each application is assessed by someone who works in the team you are applying to - typically a manager with a knowledge of the requirements of the role. They will assess your application with a mixture of comments and scores for how closely they think you meet the requirements of the role. Requirements are outlined in the “What we look for in applicants” and “Role description” sections of this pack.
- The assessor will determine a shortlist of candidates for interview.
- You will be notified by email if you are shortlisted for an interview. Interviews take place in-person or online using Zoom.
- The interview will be conducted by 1 or 2 interviewers who have a knowledge of the requirements of the role. They will assess your interview with a mixture of comments and scores for how closely they think you meet the requirements of the role.
- If deemed necessary, a second interview will be conducted and will be an opportunity to discuss a particular area of the role in more detail.
- Due to the volume of applications received, we regret that we are unable to notify applicants that are not successful at the application stage or provide feedback.
- An update can be provided on the status of your application at any time by emailing jobs@pleasance.co.uk. We aim to reply to all enquiries within 7 days.

If your application is successful

- You will receive an offer by email, confirming the terms and other relevant information.
- You will be invited to discuss any access requirements you have so we can discuss what adjustments can be made together.
- You are welcome to ask any further questions prior to accepting the offer.
- After you accept your offer, you will be sent a contract to sign and any other relevant information.



Help

If you require help with your application you may contact us by:

- Email: jobs@pleasance.co.uk
- Phone: +44 (0)207 619 6868

We aim to reply to all enquiries within 7 days.

Equal Opportunities

At the Pleasance Theatre Trust we want our team to reflect wider society and welcome applications from all sections of the community - in particular from anyone currently underrepresented in the creative industries.

We welcome applications from everyone, regardless of background or social group. If you would like to have an informal discussion about any role available or anything in this pack before you submit your application please contact jobs@pleasance.co.uk.

You can also email to talk to us about your access needs. We discuss access with candidates at each step of the application process, so first we would discuss access for the application, then, if successful for the interview and then if successful, for the job.
