



## **APPRENTICE THEATRE TECHNICIAN**

**Fixed term, 12 months apprenticeship**

### **About Sadler's Wells:**

Sadler's Wells is a world-leading dance house, presenting a vibrant year-round programme of dance of every kind – from tango to hip hop, flamenco, Bollywood and cutting-edge contemporary dance. It also commissions and produces original work and tours it to arts venues around the world. Its mission is to promote the public's enjoyment and understanding of contemporary dance and to encourage the development of the art form.

Located in Islington in north London, the Sadler's Wells building comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsals studios; dressing rooms; bars; a café, facilities for hire and offices for staff. The Peacock (1,000 seats), Sadler's Wells' West End venue, is the home of entertainment in the heart of London, and plans are also underway for the development of a fourth venue in the Queen Elizabeth Olympic Park, as part of the project known as 'Olympicopolis'.

Within the Sadler's Wells Technical and Production department there is a permanent team of 19. This includes: the Director of Technical and Production, three Technical Managers, Head of Stage and Flys, Head of Light and Sound, Technical Department Co-ordinator, Wardrobe Supervisor and 11 Theatre Technicians working in various skills areas. This permanent team is supplemented by casual staff as required.

### **About the Roundhouse:**

The Roundhouse is one of the most incredible live performance spaces in the world where the biggest names in music, theatre, circus and spoken word take to the stage every day. A former railway engine repair shed, the Grade II\* listed building was transformed into a ground breaking performing arts venue 50 years ago, and we have welcomed legendary artists from all over the world to perform in our spaces. Our unique in the round main space has a capacity of up to 3000, whilst our Studio Theatre can accommodate 232 standing for a gig or approx. 100 seated.

The Roundhouse is also a hub of inspiration where artists and emerging talent create extraordinary work and where young people can grow creatively as individuals. Each year, we give thousands of 11–25-year-olds the chance to develop their skills and confidence through creativity – in music, media or the performing arts. The Paul Hamlyn Roundhouse Studios have a range of brilliant facilities dedicated to 11-25 year olds, including media production suites, band rehearsal rooms, media labs, the EMI recording studio and the Bloomberg TV Studio.

Within the venue's Technical and Production Department we have a permanent team of 14, comprising: Head of Technical and Production, 2 part-time Production Managers, Assistant Production Manager, Technical Manager, Chief Electrician, two Senior Technicians, five Venue Technicians and an Administrator. This permanent team is supplemented by casual staff on a regular basis.

## **JOB DESCRIPTION**

### **Summary of the role**

The main role of the Apprentice Theatre Technician is to support the preparation and running of shows and events, ensuring that technical requirements are met in a safe and professional manner and at a high standard at all times. As part of your apprenticeship, you will be required to assist with day to day tasks in the Technical Departments at the Roundhouse and Sadler's Wells including:

### **Main responsibilities**

As part of your apprenticeship, you will be required to assist with day to day tasks in the Technical Department including:

- Preparing, rigging and installing sound and lighting equipment/systems for performances and events
- Operating lighting and sound equipment during rehearsals and performances
- Working onstage for the get-in of productions, assisting during performances with stage and props work, and participating in the get-out of productions
- Working with the flies and rigging technicians to safely install and operate scenery for productions
- To assist in ongoing maintenance tasks for sound, lighting, video and stage equipment
- To assist with departmental administrative tasks
- To assist in the forward planning of productions, undertaking preparation tasks with the rest of the team
- To assist with sourcing and hiring any additional equipment or props

- To participate in training provided by the department, which will focus on the development of a broad range of skills, as well as specific skills appropriate to the candidate
- To undergo health and safety training, understanding the potential risks in the theatre environment, and the need to work safely at all times
- To complete the Level 2 Apprenticeship qualification in Technical Theatre: Sound, Light and Stage, delivered by the National College of Creative and Cultural Industries, as necessary.

### **Other responsibilities**

- Attend occasional staff meetings, training sessions and other events, which may take place outside normal working hours as required
- Undertaking other duties as may be reasonably required
- At all times to carrying out duties and responsibilities in regards to Sadler's Wells' Equal Opportunities and Health and Safety Policies. This will include providing assistance with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premises

*THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.*

## **PERSON SPECIFICATION**

The successful candidate should be able to demonstrate the following skills and abilities:

### **Essential Criteria**

- Excellent time management
- Ability to work calmly under pressure
- Self-motivated, able to use own initiative and a good problem solver
- Ability to work safely in a team, and to respect colleagues and their safety at work
- Excellent communication skills, with good written and verbal English
- Computer literate
- Be able to work in a large and busy team and develop good working relationships with a variety of people
- Desire to develop a career in technical theatre
- A flexible approach to work, in an environment that requires weekend and evening work

## **Desirable Criteria**

- Experience of working in a technical team or a venue
- GCSE grade C or equivalent qualifications in English, Maths and ICT

## **TERMS AND CONDITIONS**

<b>Length of apprenticeship:</b>	12 months
<b>Pay:</b>	£7.20 per hour
<b>Hours of work:</b>	40 hours per week
<b>Days:</b>	5 days per week
<b>Evening/Weekend work:</b>	Required
<b>Time off in lieu:</b>	Available
<b>Holiday:</b>	25 days, plus paid bank holidays
<b>Preferred starting date:</b>	January 2017

## **APPLICATION PROCESS**

<b>Deadline for applications:</b>	18 November 2016
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## **Eligibility**

To be eligible to apply for this apprenticeship under this scheme you must be:

- Aged between 18 – 24 years

## **Shortlisting and interviews**

Shortlisted applicants will be notified and invited to attend an interview which will provide an opportunity for the team to learn more about your skills and interest in the role. This is also an opportunity for you to find out more about the role and meet some of the people that you will be working alongside.

## **After the placement**

All apprentices are employees of Sadler's Wells and are encouraged to have regular contact with their mentor and the HR department, regarding preparing for next steps and seeking out further employment or training.

## **Making an application**

A Job Description and Person Specification are included in this document. Read this carefully and if you are still interested in applying for the position shown above, please complete the online application form.

Further guidance on completing your application form can be found via the link below

### **[Applying for vacancies at Sadler's Wells](#)**

Please note that although Sadler's Wells is accessible for staff as well as patrons and performers, we regret that access to the offices at The Peacock is very limited.

**Please submit the online application form by 11.59pm on 18 November 2016. Late applications will not be considered.**

### **[About Sadler's Wells](#)**

### **[See what we do](#)**

### **[Apply](#)**