

SADLER
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Sadler's Wells

Automated Stage & Flys
Technician



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Welcome

Thank you for your interest in joining Sadler's Wells. We hope that it will be a great opportunity for you in your own career.

Sadler's Wells holds fast today to the vision that Lilian Baylis instilled here almost a century ago: that great art should belong to everybody. Our **mission** is to make and create dance that inspires us all, and our **vision** is to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

When artists and audiences talk about Sadler's Wells, they use the words: 'innovative, exciting and risk-taking'. Trying new things is part of our core purpose, and it's more important today than it has ever been.

This is an exciting and complex time in the theatre's history as we recover from the impact the coronavirus pandemic has had on our business model and work towards opening a fourth venue in Queen Elizabeth Olympic Park in east London in 2023.

This role offers you the opportunity to bring your ideas, passion, knowledge and experience to Sadler's Wells. In return, the successful candidate will be part of a strong and supportive team in a world class arts organisation.



Background Information

Sadler's Wells is a world-leading creative organisation, dedicated to presenting, producing and touring dance made today in all its forms. Sadler's Wells commissions, presents and produces more dance than any other theatre in the world – from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. With an innovative, year-round programme of performances and learning activities, this is the place where artists come together to create dance, and where we welcome everyone to experience dance and be inspired.

Our aim is to reflect and respond to the world through dance: enabling artists of all backgrounds to create dance that moves us and opens our minds; sharing those experiences with the widest possible audiences to enrich their lives and deepen their understanding of what it means to be human.

In normal times, over half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world. Sadler's Wells Theatre has been located in Islington since the 17th century. Our modern day theatre comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' colleagues.

Our second theatre building and West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

Future Plans

Plans are underway for the development of a fourth venue in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space will be located on the Stratford Waterfront site, opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum. The site will form part of a new cultural and education district, which will also include a major new University College London (UCL) campus and have direct links to the creative communities already based in east London.

Sadler's Wells' new space will house a 550-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop theatre academy, all planned to open by the end of 2023.

Artistic Programme

The artistic programme encompasses not only productions and presentations but also all of our artist development, learning and participation and touring programmes. The vision is led by the Artistic Director and Chief Executive through the Artistic Programming Board which includes the Executive Producer, Director of Artistic Programme, Artistic Programmer and Artist Development, Director of Learning and Engagement and General Manager of Breakin' Convention.

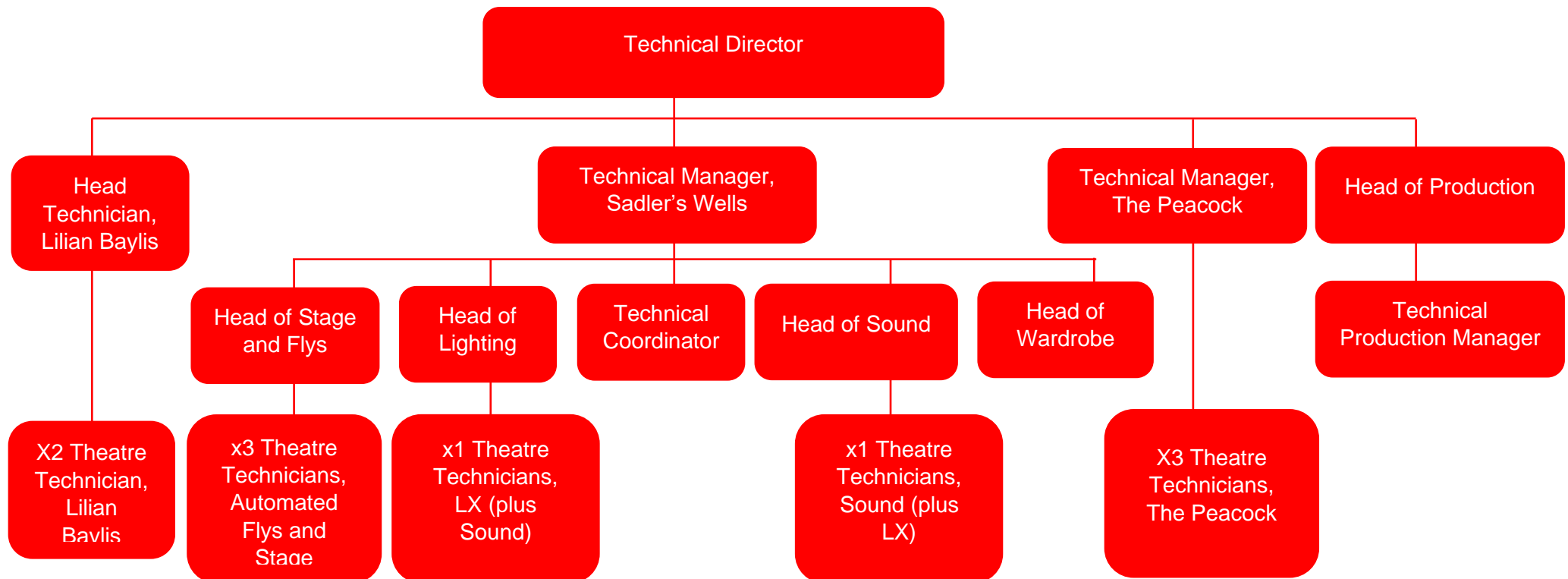
The Department

The Technical department is led by the Technical Director with Technical Managers for Sadler's Wells and The Peacock theatre, each of whom manage a team of permanent staff. The Technical Production Manager and Technical Coordinator also report into the Technical Director. Additional staff are recruited according to show requirements in each theatre.

The Technical Manager, Sadler's Wells is supported by senior staff including the Head of Stage and Flys, who leads a team of 3 additional Stage and Flys Technicians.

The automated flying system underwent major refurbishment in the summer of 2014, with an entirely new control system. There will be substantial training offered on taking up this post to ensure the successful applicant learns the system thoroughly.

The Technical department:



What are my responsibilities?

Technical

- Assist in the preparation and running of productions, ensuring that all technical requirements are met in a safe and professional manner
- Maintain a positive and proactive approach to the show and to visiting company requirements and requests
- Lead the running of fit-ups, get-outs and shows both on Stage and in the Flys
- Rig, programme and undertake show Fly cues
- Assist the Head of Stage & Flys on show pre-production and maintenance tasks. Support with scheduling casual staff and oversee show crew.
- Always maintain a high standard of production values, while showing a positive and professional approach to the leading teams of venue and all other visitors or workers
- Always promote and maintain a positive approach to Health & Safety and safe working methods

- Carry out any duties as may be required by the Head Of Stage & Flys, Technical Manager or Technical Director such as Rigging Certificates and Safety Check Sheets. This list is not exhaustive.

General

- Ensure that the Trust complies with Health & Safety and local authority licensing legislation.
- Support the Trust's Sustainability Policy and the delivery of the Sustainability Action Plan.
- Maximise income and minimize expenditure without loss of quality in all areas of responsibility
- Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equality, Diversity and Inclusion and Health and Safety Policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premise

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.

Who should apply?

The successful applicant will demonstrate the following skills, experience, and personal qualities:

Skills and Experience

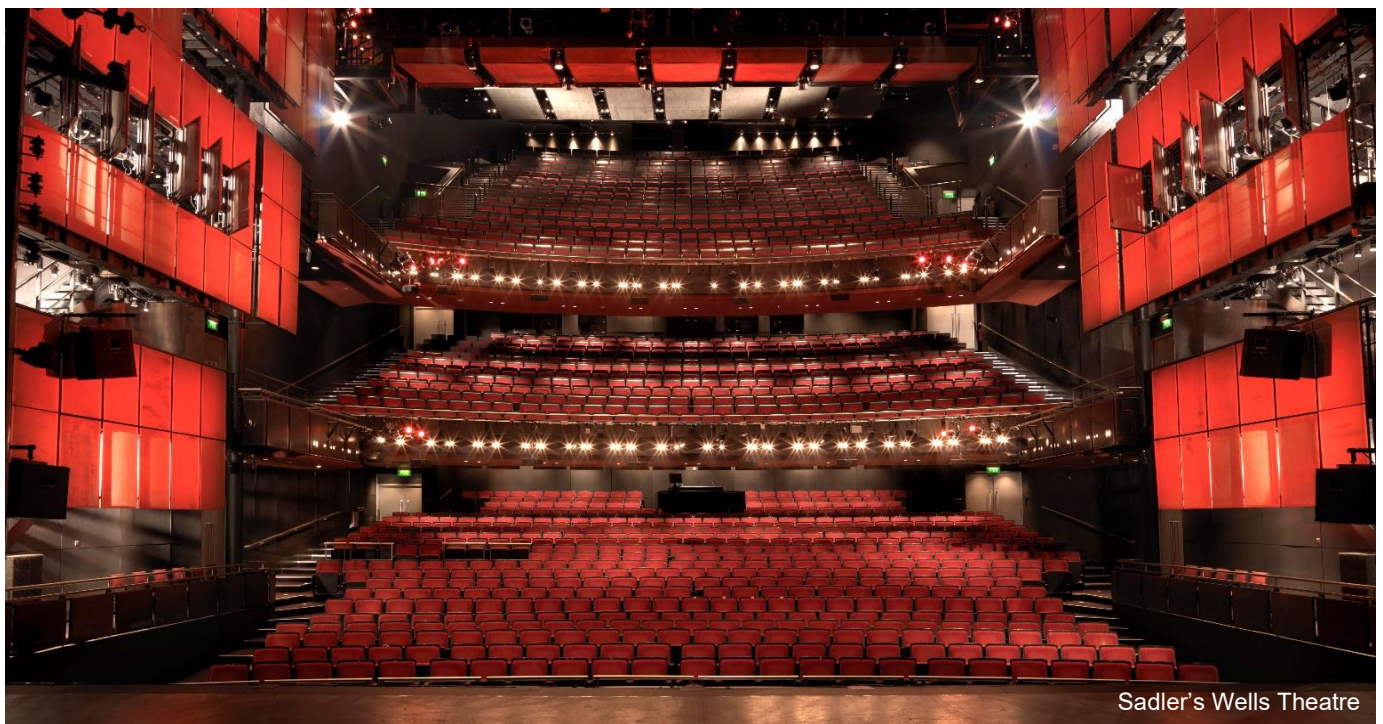
(Please refer to enclosed information about Sadler's Wells Technical Skills Assessments [Page 10])

Essential experience of stage/theatre work to include:

- Experience of working with large-scale theatre productions
- Experience of working with touring companies and / or receiving venues
- Good knowledge of health and safety issues and safe working practice
- Proficient in computer skills in order to train effectively in the automated flying system.
- Knowledge, skills and experience to 'advanced manual' level in flying
- Knowledge, skills and experience to 'basic' level in heavy rigging
- Flexible attitude and able to work as part of a team
- Ability to communicate effectively and politely with co-workers
- Knowledge, skills and experience to 'standard' level in stage/carpentry
- Must hold the right to work in the UK

Additional, but not essential experience of stage/theatre work to include:

- Experience of working with opera, dance or ballet
- Experience of supervising staff and of team leadership
- Experience in set construction techniques
- Knowledge, skills and experience to 'advanced automated' level in flying



Sadler's Wells Theatre

Why work for us?

Sadler's Wells is a receiving theatre with different patterns of working to other London theatres. Terms and conditions of employment are subject to a House Agreement with BECTU.

Rates of pay for Theatre Technicians are determined by level of skill, according to the Sadler's Wells competency scheme (*please refer to Sadler's Wells Skills Assessment [page 10]*). You will receive a salary of £27,920 per annum [or £13.42 per hour], plus overtime, get-out payments, and benefits, skills bonuses will also be applied to the salary after the 3 months' probation.

Working hours are 40 hours per week, including paid meal breaks where scheduled. Working days can be any day of the week, days off will be scheduled appropriately in accordance with the changing requirements of the department and productions.

For staff who can demonstrate additional skills, training or experience recognised by the skill assessment scheme, a premium payment will be made of £18.71 per week for each additional skill (at 100% or pro rata). This will apply whether employees bring these additional skills with them or acquire them whilst working at Sadler's Wells as a result of training or experience gained. You will be assessed for these skills on successful completion of your probationary period.

- You will be a key part of our mission to make and share dance that inspires us all and delivering our vision to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other
- You will get 25 days annual leave, with an additional three days after five years' service
- You will be enrolled into the Sadler's Wells Trust Ltd. pension scheme
- You will have access to our comprehensive Employee Assistance Programme (EAP) to support your wellbeing
- You will engage in learning and project opportunities to develop personally and professionally, and support your career journey
- You can access an interest-free Season Ticket Loan and a Cycle to Work salary sacrifice scheme
- You will be eligible for a death in service insurance policy covering twice your annual salary
- You will be encouraged to attend performances at both theatres with a discretionary allocation of tickets to employees (subject to availability), and a staff discount at the Garden Court Café
- We welcome everyone through our doors and encourage and enable people to be the best versions of themselves and to feel confident and capable in their roles
- We embrace a blend between home and office working, and we welcome a conversation about flexible working and your needs
- We celebrate diversity in the dance we share and showcase, and in our workplace. We are working hard to be more inclusive and increasing access both on stage and off and have a number of anti-racism commitments to make lasting changes in the way we work

Making an application

A Job Description and Person Specification are included in this document. If after reading you are still interested in applying, please find further details and information on how to apply [here](#).

If you would like support or have any queries regarding the format or submission of the application, please contact us on recruitment@sadlerswells.com.

We welcome applications from people from all backgrounds who feel they align with our mission, vision and values. We are international and multicultural on our stages, and we want to reflect that in our organisation. By celebrating difference and incorporating diverse points of view and experiences, we can become closer to our artists, audiences and the communities we serve.

We are proud to be a Disability Confident employer meaning we have been certified by the government as actively taking steps to attract, recruit and retain disabled workers. We understand that some disabled colleagues will need adjustments to help them perform to the best of their ability – these can be changes to the built environment and furniture, the tools and technology they use in doing their job, aspects of the role, ongoing support or working arrangements.

Sadler's Wells also works collaboratively with Parents in Performing Arts (PiPA) in efforts to support parents and carers within the industry.

This is an ongoing vacancy, and we aim to contact candidates on an ad-hoc basis. Once suitable candidates are appointed, this vacancy will close without further notice.



Sadler's Wells Technical Skills Assessment

Lighting

Standard (0.5)

- Reading a lighting plan
- Colour and accessories selection
- Rigging lanterns with accessories, and plugging according to the plan
- Focusing
- Lantern and practical wiring
- PAT testing and maintenance

Intermediate (0.5)

- Followspot operation
- Basic desk operation
- Lighting rig pre-show checks
- Special effects

Advanced (1.0)

- Interpreting artistic requirements
- Troubleshooting and system failure workarounds
- Drawing lighting plans with circuits, equipment, and accessories
- Lighting design skills
- First line maintenance of moving lights and scrollers
- Advance operation of lighting desk (plotting/patching/attributes)
- Operation and replotting of architectural lighting systems
- Networking architectural and/or lighting systems
- Specifying and ordering hire and sales equipment and handling returns
- Electrical theory for loading circuits, dimmers, and main supplies
- Risk assessments

Sound

Standard (0.5)

- Reading sound plans and plots
- Identifying and rigging equipment
- Show communications - hard wired
- Rigging cue light systems
- Knowledge and use of microphones for artists and musicians
- Rigging radio microphones

Intermediate (0.5)

- Show communications - radio
- Operating radio microphones and wardrobe/artist co-ordination
- Interpreting artistic requirements
- Plotting and operation of house consoles
- Specifying and ordering hire and sales equipment and handling returns
- Show relay, loop, infra-red systems etc.
- Testing sound, radio, mics, cue lights and comms pre-performance
- Digital desk programming and operation
- Digital signal processing operation

Advanced (1.0)

- Microphone selection
- Interfacing house and visiting company equipment
- First line maintenance
- Digital signal processing set-up and networking
- Complex mixing console operation (knowledge of multiple desks)
- Electronics theory for equipment selection, plugging, patching, and connectivity
- Relevant H&S standards
- Risk assessments

Media

Standard (0.5)

- Set-up and operation of projectors and laptops
- Rigging and operating of all Sadler's Wells AV equipment
- Testing AV rig pre-show
- Interpreting event/client requirement and able to offer solutions
- Specifying and handling hires and sales equipment and returns

Advanced (1.0)

- PowerPoint (or similar) software knowledge, including presentation planning and creation
- Knowledge of video operating systems (e.g., catalyst, Qlab)
- Vision mixing and editing
- Appropriate hardware and software selection, including troubleshooting and workarounds
- Integration with other departments (sound feeds, blackout shutter)
- First line maintenance
- Electrical theory for avoiding signal interference, loading circuits and mains supplies
- Relevant H&S standards
- Risk assessments

Heavy Rigging

Standard (0.5)

- Specifying and installing customised rigging (other than Sadler's bars and hoists)
- Knowledge of relevant regulations
- Rigging static and moving loads of one tonne and above
- Knowledge of lifting accessories: spansets, steels, roundslings, shackles etc.

Advanced (0.5)

- Accredited & comprehensive heavy rigging training
- Knowledge and use of structures: beams, truss, scenery and ground support
- Thorough inspection, examination and testing of equipment, and record keeping
- Use of chain blocks and motors, accreditation of use (e.g. lodestars)
- Risk assessments

Flying

Standard (0.5)

- Loading and rigging
- Brailing & breasting bars
- Spot lines – fixed and running
- Knowledge (and understanding correct application) of all key knots
- Basic show operation
- Knowledge of safe working practice
- Experience of Hemp and Single/Double purchase counterweight flying

Advance Manual (1.0)

- Interpreting artistic requirements
- Preparing hanging plot for manual flying from visiting company information
- Creating show flying plots
- Maintenance of flying equipment
- Load and lifting H&S standards
- Risk assessments

Advanced Automated (0.5)

- Preparing hanging plot for power flying from visiting company information
- Repositioning mechanized grid equipment – beams and pulleys
- Nomad (or similar) programming, plotting and operation
- Specialist cleaning, first line maintenance and diagnostics

- Trouble shooting and system failure workarounds

Stage / Carpentry

Standard (0.5)

- Carpentry: able to use hand and power tools, able to construct basic scenic elements from plans e.g. rostra and steps
- Plans: able to read and implement stage plans accurately, including setting scenic and technical elements
- Soft goods: repairs to gauzes, cloths and drapes

- Orchestra pit: operation and first line maintenance and cleaning of pit elevators, motor pit, and seating rostra

Advanced (0.5)

- Stage: House stage management duties, able to lead stage get-ins and get-outs
- Shows: Leading scene changes, safe handling of scenic elements, Flys spotting, and devising show plots