



Theatre Technician, The Peacock

About Sadler's Wells

Sadler's Wells is a world-leading creative organisation dedicated to dance in all its forms. With over three centuries of theatrical heritage and a year-round programme of performances and learning activities, our mission is to make and share dance that inspires us all. Our vision is to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

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.

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' staff.

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 academy, all planned to open at the end of 2022.

The Department

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

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

Key duties and responsibilities

- Assist in the preparation and running of productions, ensuring that all technical requirements are met in a safe and professional manner.
- Maintain a high standard of production values at all times.
- Assist on show pre-production and maintenance tasks as required, with a particular focus on Lighting and Sound.
- Maintain a positive and proactive approach to the shows and to visiting company requirements and requests.
- Promote and maintain a positive approach to Health & Safety and safe working methods at all times.
- Carry out any duties as may be required by the Director of Technical and Production or Technical Manager.

Principal duties and responsibilities of all Technical department staff:

- Maximise income and minimise expenditure without loss of quality in all areas of responsibility.
- Attend occasional staff meetings, training sessions 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' 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.

What we are looking for

The principle responsibility of the Theatre Technicians is to assist in the preparation and running of productions, ensuring that all technical requirements are met in a safe and professional manner, and ensuring a high standard of technical operation at all times.

The applicant should be a flexible, practical person with excellent technical skills and experience in professional technical theatre work. The applicant should be calm under pressure, a good problem solver and be able to work well as part of a team. The applicant should be self-motivated and be confident in a wide range of technical theatre and stage skills. An understanding and experience of counterweight flying is desirable.

Sadler's Wells is a receiving theatre with very varied seasons, including both artistic and commercial activities, and presents work in three venues; Sadler's Wells Theatre (1,500 seats), The Peacock (1,000 seats) and the Lilian Baylis Studio (180 seats). This position is based at Sadler's Wells.

Applicants need to have a flexible approach to working patterns and ideally will have experience of working with either repertory or touring companies. All technical staff are expected to have the general skills appropriate to the demands of a large theatre with a varied programme.

Please find below the criteria and core behaviours required to undertake this post.

These key skills and core behaviours will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). You should address these on the application form and in your covering letter.

Be as specific as possible, try to provide evidence (by example where possible) of skills, knowledge and experience.

(Please refer to enclosed information about Sadler's Wells skills assessments)

Essential Criteria

- Experience of working with a variety of shows in an onstage capacity
- Experience of working with touring companies and / or venues
- Good knowledge of health and safety issues and safe working practice
- Knowledge, skills and experience to 'intermediate' level in lighting
- Knowledge, skills and experience to 'intermediate' level in sound
- Flexible attitude and able to work as part of a team
- Ability to communicate effectively and politely with co-workers
- Experience of supervising staff and of team leadership

Desirable Criteria

- Proficiency in AutoCAD or similar design software
- Knowledge, skills and experience to 'advanced' level in sound **or** lighting
- Knowledge, skills and experience to 'standard' level in media

Core Behaviours

Communication and Relationships:

- Treats people with respect
- Maintains good working relationships and coordinates work with others
- Communicates effectively and shares relevant information, ideas and resources
- Responds positively to instructions and procedures
- Offers assistance to colleagues under significant pressure or stress
- Helps set a tone of cooperation throughout the team

Motivation and Commitment:

- Is committed to doing the best job possible
- Adapts well to changing priorities and deadlines
- Demonstrates a disciplined approach to work
- Actively seeks out and undertakes additional responsibilities
- Identifies and takes opportunities to learn and develop beyond own role requirements

Accountability:

- Takes responsibility for own actions and decision making
- Manages time and workload effectively to maintain high standards under pressure
- Plans work and carries out tasks without detailed supervision
- Takes personal responsibility for safety of self and others

Terms and conditions

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 (see enclosed information). The basic pay for this post is £27,372 pa. Overtime payments will be made for additional hours worked.

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.

Annual leave entitlement is 5 weeks for each Holiday Year. If you complete five years' service with the Trust, your holiday entitlement will increase to 5.6 weeks per annum

If you are an eligible job holder, you will be automatically enrolled into Sadler's Wells Trust Ltd. pension scheme

The company offers:

- Employee Assistance Programme (EAP) – Free confidential support service.
- Season Ticket Advance – Interest free loan to purchase a home to work travel ticket.
- Cycle to Work Scheme.
- Death in Service Benefit – Equivalent to twice your annual salary.
- Staff discount at Garden Court Café.
- Discounted performance tickets (subject to availability).

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 Sunday 19 January 2020. Late applications will not be considered.

Interviews will take place on week commencing Monday 20 & 27 January 2020.

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SADLER'S WELLS SKILLS ASSESSMENTS

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 mechanised 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