



## JOB DESCRIPTION

**Job Title:** Creative Venue Technician Apprentice

**Department:** Technical and Production

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**Sadler's Wells Theatre and Roundhouse are working in partnership to offer two full time apprenticeships in technical theatre (sound, light and stage). Supported by the National College Creative Industries you will work to complete a Level 3 Creative Venue Technician apprenticeship standard and develop a variety of backstage skills and production knowledge as you work professionally as part of our team.**

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

Sadler's Wells is a world-leading arts 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.

Dance has the ability to connect with people both intellectually and emotionally and Sadler's Wells' vision is that dance is part of everyone's life. We want to make sure that dance continues to have something new to say but also that it continues to stimulate the way we think about the world around us.

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 17<sup>th</sup> century. Our modern day theatre comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsals 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.

### **About the Roundhouse:**

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.

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. We do this because we believe creativity gives us freedom, hope and has the power to transform. 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. You can see a video of our spaces for young people [here](#).

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 206 standing for a gig or up to 122 seated.

Within the venue's Technical and Production Department we have a permanent team of 13, comprising: Head of Technical and Production, Production Manager, 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.

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### **Main purpose of position**

As an Apprentice Creative Venue Technician you will undertake training and 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. By the end of your apprenticeship you will possess a broad range of technical skills and knowledge, enabling you to go onto further study or work.

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. You will attend seminars and training provided onsite and offsite by a variety of training providers, and will produce a portfolio of work to support your Level 3 Apprenticeship Standard.

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### **DUTIES AND RESPONSIBILITIES**

- To undertake training provided by the Roundhouse, Sadler's Wells Theatre, and the National College Creative Industries, as part of the Level 3 Creative Venue Technician Apprenticeship Standard
- To produce a portfolio of work to document skills learnt as part of the Level 3 Creative Venue Technician Apprenticeship Standard
- 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 apprentice
- To undergo health and safety training, understanding the potential risks in the theatre environment and the need to work safely at all times

### **Other responsibilities**

- Attend 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 the venue's Equality, Diversity and Inclusion 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 the Venue's 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.*

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### **PERSON SPECIFICATION**

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

#### **Essential**

- Desire to develop a career in technical theatre
- Excellent time management
- A flexible approach to work, in an environment that requires weekend and evening work
- 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

#### **Desirable**

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

- Grade C or above in English and Maths are desirable
- Apprentices without Level 2 English and Maths will be required to achieve this level prior to the end of the Apprenticeship (delivered by the National College Creative Industries)

- You must not have completed a university degree or equivalent level qualification

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## **TERMS AND CONDITIONS**

<b>Contract</b>	18-24 months
<b>Pay</b>	£7.90 per hour
<b>Hours</b>	40 hours per week (including College time) including evening and weekend work
<b>Annual Leave</b>	25 days (5 weeks)
<b>Start Date</b>	January 2019

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## **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 submit the online application form by 11.59pm on Sunday 9 December 2018. Late applications will not be considered.**

**Interviews will take place on Thursday 13 December 2018.**

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