

JOB DESCRIPTION – THEATRE TECHNICIAN

Job title	Theatre Technician
Salary	£11.36 per hour
Location	Rich Mix, 35-47 Bethnal Green Road, London E1 6LA
Position reports to	Technical Manager
Contract type / Hours	This is a casual position with a zero hour contract. Each shift you work will be a minimum of 4 hours.
Deadline	Friday 20 September 2019, 12pm

ABOUT RICH MIX

Rich Mix is a dynamic arts centre and creative hub in the heart of Shoreditch in east London.

Launched in 2006, we connect some of the city's most adventurous and diverse audiences to a vital, exciting and ambitious programme of contemporary culture. This wide-ranging programme consists of around 500 events every year and includes live music, performance, dance and visual culture as well as new release studio and independent cinema across our three-screens. And through our learning and participation programmes, we develop and facilitate the creative potential of young people and wide-ranging communities from across east London.

Our diversity extends beyond our daily programme of events. A Shoreditch landmark, our building provides a home for some of the city's most socially progressive and innovative creative businesses, with currently 25 organisations housing more than 200 people.

Our operational model is anchored by an income portfolio which includes sales of cinema tickets, space hire and lease rentals to creative and cultural businesses, with 80% of our turnover generated from earned income. Net profits created through these trading activities are ploughed back into the charitable foundation to support our broader artistic and learning and engagement programmes and the overall running of the building. We're a National Portfolio Organisation of Arts Council England and their investment allows us to broaden the scope, scale and ambition as well as the diversity of our programme.

This is an exciting time to join Rich Mix as an ambitious plan to develop the building is now underway. We hope to announce the details of this later on this year.

richmix.org.uk / @RichMixLondon



PURPOSE OF THE ROLE

- To work as part of the Technical team to ensure the smooth running of events.
- To be committed to Rich Mix by providing and utilising skills to the highest quality of service.

KEY RESPONSIBILITIES

- To assist the Technical Manager in providing technical support for the running of events presented within Rich Mix, ensuring that all requirements are met to health and safety standards in accordance with entertainment regulations; and act in a professional manner at all times.
- To set up, operate and maintain lighting, sound and AV equipment as required.
- To provide practical technical assistance to visiting companies and artists with a flexible and resourceful approach.
- To deputise for the Technical Manager when required, e.g. liaising with visiting companies and with the Operations team and Duty Managers.
- To work together with the Duty Managers and Front of House Manager in the event of an emergency, e.g. evacuation of the venue, back stage areas etc.
- To supervise visiting company's personnel and volunteers in safe working practices, and making them aware of Rich Mix's rules and regulations.
- To maintain, secure and tidy storage of all technical equipment.
- To take reasonable care for your own health and safety and that of other persons that may be affected within the working environment.
- To work flexible hours to support the operation of Rich Mix, including evenings, weekends, Bank Holiday as requested.
- To load and unload scenery from vehicles before and after performances.
- To keep all stage, backstage areas and associated technical equipment tidy and well maintained.
- To carry out any other duties as required by the Technical Manager.

PERSON SPECIFICATION

SKILLS, KNOWLEDGE & EXPERIENCE

Essential

- Minimum 1 years' experience as technician in small/mid-scale receiving house.
- Experience in live sound operation.
- Working knowledge of all the following areas: stage lighting/electrics, sound systems/equipment.
- Knowledge of industry Health and Safety standards.
- Strong communication skills.



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Desirable

- Experience of working in more than one venue.
- Experience of multi-disciplinary art forms.
- Experience of memory controlled lighting desks.
- Working with volunteers.

PLEASE NOTE

This job description is not exhaustive and additions may be required in line with future changes in organisation requirements. If significant changes are identified by the job holder, these should be raised with the line manager.

HOW TO APPLY

We actively encourage people from a variety of backgrounds with different experiences, skills and perspectives to join us and influence and develop our working culture. We are particularly keen to hear from people of colour and candidates who self-identify as disabled.

Please send your CV with a covering letter (max. 2 pages of A4) explaining how you meet the requirements of the role and the person specification to Joanne Williams, Executive Coordinator, at recruitment@richmix.org.uk.

Please also include the names of two referees, one of which should be your current or most recent employer. Please also fill out and send an equal opportunities form.

Please ensure you include 'Application: Theatre Technician' in the subject heading of your email.

Application deadline: Friday 20th Sep 2019, 12pm
Interviews: w/c 30th Sep 2019

WE ARE A CHARITY. ALL OUR PROFIT SUPPORTS OUR MISSION AND PROGRAMME.

RICH MIX CULTURAL FOUNDATION
CHARITY NO: 1089163 / COMPANY NO: 4293133
35-47 BETHNAL GREEN ROAD, LONDON E1 6LA