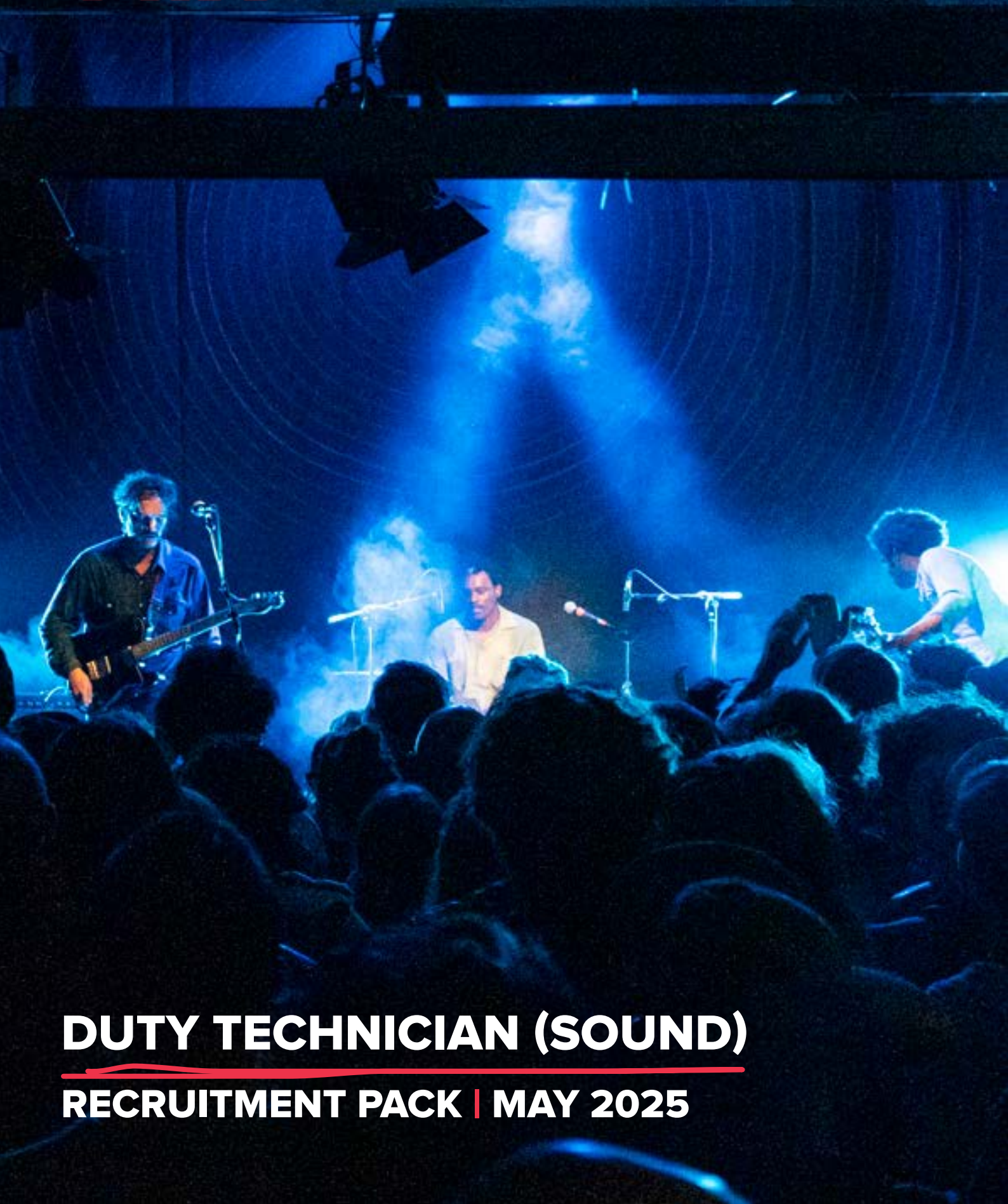


RICH MIX



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



DUTY TECHNICIAN (SOUND)
RECRUITMENT PACK | MAY 2025

JOB DESCRIPTION

JOB TITLE | Duty Technician (Sound)

SALARY | £14.50 per hour

LOCATION | Rich Mix, 35-47 Bethnal Green Road, London E1 6LA

LINE MANAGED BY | Technical Manager

CONTRACT TIME | Permanent. Zero hours

HOURS | Each shift you work will be a minimum of 4 hours. Hours to be worked will usually be scheduled between operating hours (08:00-00:00), although there will be occasional earlier starts and later finishes according to the needs of the operation.

ANNUAL LEAVE | Your annual leave entitlement will be 12.07% of all hours worked – this will be expressed in hours.

PROBATION PERIOD | Three months

NOTICE PERIOD | One months' notice in writing on either side on successful completion of probation.

CLOSING DATE | 12pm midday, Monday 16 June 2025

INTERVIEW DATE | Week commencing 30 June 2025



WHO WE ARE



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.

Launched in 2006, we offer a wide-ranging programme, encompassing music, performance, spoken word, and exhibitions, alongside mainstream releases, festivals and independent film across our three cinema screens. We believe in the power of creativity to transform lives, and through our Creative Engagement programmes, we develop and facilitate the creative potential of young people and wide-ranging communities from across East London.

Our commitment to diversity extends beyond our daily programme. A Shoreditch landmark, our building provides a home for more than 20 of the city's most socially progressive and innovative creative businesses, employing over 200 people.

Rich Mix is currently undergoing an exciting period of organisational change, revitalising our vision with a renewed focus on music and film. This strategic shift will allow us to strengthen our offer, deepen our engagement with audiences, and further establish ourselves as a leading destination for these art forms.

As a National Portfolio Organisation of Arts Council England, we value their investment, which enables us to expand the scope, scale, and ambition of our programme. We are committed to growing a sustainable business model, building upon our current success with diverse income streams, including cinema and programme ticket sales, space hire, grants and donations, tenancies and bar revenue. This diversified approach, alongside ACE funding, will ensure our continued and expanding contribution to the cultural landscape of East London.

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 Global Majority candidates and candidates who self-identify as Disabled.

richmix.org.uk / [@RichMixLondon](https://twitter.com/RichMixLondon)

PURPOSE OF THE ROLE

The Duty Technician will work as part of the technical team to ensure the smooth running and efficient delivery of all technical aspects of our live programme (predominantly music but incorporating other live art forms) and digital film presentation. Tasks will include: set ups and preparation, supporting rehearsals, rigging and de-rigging and managing daily screenings.

The team also provides technical support for our extensive and varied programme of private and commercial hires across the building.

The Duty Technician will work closely with our Visitor Services Team to provide a warm and friendly service to all visitors, clients and partners, ensuring people feel welcomed and well looked after.

All Duty Technicians will have a specialism in at least one area of technical work: Sound, Lighting, Digital Streaming, or Cinema Digital Projection, and will undertake all aspects of technical requirements in their specialist area, beyond the basic aspects outlined here.

We are currently recruiting for a Duty Technician with a specialism in Sound.

Training will be provided to bring all Duty Technicians up to a basic understanding and operation in non-specialist areas.



KEY RESPONSIBILITIES

GENERAL RESPONSIBILITIES

- Provide technical support to live programming, private hires, and events in the cinema, including but not limited to music gigs, conferences, presentation, film premieres, Q&As and festivals.
- Set up, operate, and maintain lighting, sound and AV equipment as required.
- Provide exceptional levels of customer service to all visitors to Rich Mix and create a friendly, welcoming and supportive atmosphere in the building.
- Effectively troubleshoot problems that may arise with equipment or content.
- Help to ensure all Rich Mix public and backstage technical areas are kept tidy and take pride in the appearance of all areas of the building.
- Support the Visitor Services Team to prepare all spaces for performances including picking up rubbish and logging any lost property items.
- On occasion, support the Visitor Services Team to usher the spaces and ensure customers have a valid ticket. Remain in post as required to ensure the safety of customers.
- Work together with the Duty Managers in the event of an emergency e.g. evacuation of the venue, backstage areas etc.
- Support the Duty Manager with locking up the building at the end of the evening, as required, and remain with them until they leave to avoid lone working.
- Ensure adequate heating, ventilation, sound and lighting levels are maintained within all performance spaces, the auditorium and projection booths.
- Keep up to date in the field through ongoing training and networking with others.
- Ensure Rich Mix's policies as outlined in the Staff Handbook, including Equality, Diversity and Inclusion, Environmental and Health and Safety Policies, are implemented and reflected in all aspects of your work, implementing and reporting on any actions you are responsible for.
- Undertake any other duties commensurate with the status of the role and in keeping with its overall purpose.

SPECIALISM RESPONSIBILITIES

Please note that we are currently recruiting a Duty Technician with a specialism in sound.

SOUND

- Maintain all sound equipment.
- Understand, programme and operate the sound equipment (Behringer Wing and the Roland M400 sound desk)
- Understand briefs and make helpful suggestions if possible and appropriate.
- Understand how to set up a stage and backline from a stage plan.
- Liaise with departments, and other technicians, as well as with the floor manager and producer.

KEY RESPONSIBILITIES

LIGHTING

- Maintain all lighting equipment, including annual cleaning.
- Understand, programme and operate the lighting equipment (Avolites tiger touch 2 and ETC element 60 lighting desk).
- Rig and derig all spaces as required.
- Check the focusing of lighting at rehearsals.
- Understand how to set up a lighting plan ahead of time for any upcoming shows.
- Liaise with departments, and other technicians, as well as with the floor manager and producer.

DIGITAL STREAMING

- Maintain live streaming package equipment.
- Administrate live streamed content for live, private hires and cinema, utilising relevant software (WireCast Pro (PC)).
- Liaise with the Marketing and Communications Team to ensure all live streamed content meets brand standards and brief.
- Work with the marketing team to ensure smooth transition of footage to the relevant content platform.
- Liaise with teams, and other technicians, as well as with the floor manager and producer.

PROJECTION

- Maintain projection and cinema equipment.
- Ensure optimal image and sound quality of all public and private cinema screenings.
- Provide effective administration of cinema content, including but not limited to film transport and logistics, KDM logistics and building digital CPLs.
- Present a strong working knowledge of Doremi digital cinema software.
- Understand, programme and operate ScreenWriter and DCPoMatic.



PERSON SPECIFICATION

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

- Minimum one year's experience in at least one specialist technical area.
- Strong working knowledge of audio-visual systems and an ability to troubleshoot.
- Knowledge of theatrical lighting and sound systems.
- Working knowledge of Health and Safety and Licensing regulations in a performing arts context.
- Proven knowledge of using basic IT software and systems.
- Resilient and able to maintain consistent performance under pressure and to make controlled responses to demanding situations.
- Strong customer service skills with good face to face communication
- Proactive and positive attitude with the ability to work independently as well as collaborating effectively with colleagues.
- A genuine passion for the arts and a keen interest in the work, mission, vision and values of Rich Mix.
- Understanding of the importance of inclusion and diversity in the workplace.
- Understanding of the importance of working in an environmentally sustainable manner.

Please note this job description reflects the requirements of Rich Mix in May 2025. The role and duties of the post are subject to change in line with the future development of the organisation. Rich Mix reserves the right to make such changes as are necessary after any changes required have been discussed with the post-holder.



HOW TO APPLY

Please complete our online Application Form.

CLOSING DATE | 12pm midday, Monday 16 June 2025

INTERVIEWS | Week commencing 30 June 2025

If you would like to apply in a different format, please contact recruitment@richmix.org.uk to arrange this.

DATA PROTECTION NOTICE

Equal Opportunities Monitoring forms are not shared with the hiring panel and are kept securely and only used for aggregated and anonymised reporting.

By applying for this role you consent to Rich Mix processing any personal data you include within your application. All personal data submitted will be processed and stored in accordance with the requirements of the UK Data Protection Act 2018.



RICH MIX

GET IN TOUCH

For more information or to have an informal chat about the role, or apply in a different format, please email recruitment@richmix.org.uk

PHOTOGRAPHY CREDITS

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RICHMIX.ORG.UK



@richmixlondon