

# RIVERSIDE STUDIOS

## JOB DESCRIPTION

<b>Position:</b>	<b>Technician</b>
<b>Responsible to:</b>	<b>Technical Manager</b>
<b>Job Type:</b>	<b>40 hours per week but will vary depending on shows and demand, permanent, full-time</b>
<b>Applications to:</b>	<a href="mailto:careers@riversidestudios.co.uk">careers@riversidestudios.co.uk</a> <b>Closing Date is 5pm on Sunday 16 January 2022</b>

Riverside Trust believes in the power of creativity to bring people together, unlock potential, and spark positive change in the world.

Our currency is the arts and creative expression. We are clear, focussed and single-minded in our mission to make the world a better place, starting with our local community. We present an artistic programme and operate an arts centre that is inclusive and accessible.

We care passionately about the visitor experience encountered by each and every member of our audience and aim to ensure that our staff match the quality of our presentations. We will provide a proactive, friendly and professional welcome to all visitors to the venue, and a high standard of consistency will be our benchmark. We are committed to:

- Ensuring that our visitors always have the best experience
- Ensuring the safety and comfort of all our visitors
- Sharing our enthusiasm and passion for Riverside Studios and its activities
- Supporting and strengthening the new building and its facilities with staff who care

There are a number of different spaces within the building that are capable of delivering shows, events and presentations all of which will be used to house Riverside productions alongside external hire events, corporate, artistic or otherwise. No day is the same and we require a Technician to work closely with our Technical Manager to provide high quality technical support (including lighting, sound, stage management) and maintenance for all Riverside projects and for Riverside Studios itself, ensuring the highest levels of service to visiting artists and other venue users, and using safe working procedures at all times.

### Duties and Responsibilities

- Provide appropriate technical support to visiting companies, artists and in-house productions from planning and through get-in to get-out. This includes loading/unloading, set construction, rigging and operation of lighting, sound (including live sound as appropriate) and digital media.
- Technical duties as required by in-house and visiting companies.
- First line maintenance of all portable equipment. Portable Appliance Testing as per standard requirements, updating the equipment inventory as necessary.
- General maintenance and improvement work throughout Riverside Studios.
- At all times to be responsible for safe working practices of self and others within the Riverside Studios including good order, safe operation and cleanliness of all backstage areas following Riverside Studios H&S Policy.
- Work in partnership with other Riverside team members to ensure visitors have the best possible experience of Riverside.

- Identify and advise the Technical Manager on potential facility and equipment improvements to enhance Riverside's technical capabilities.
- Undertake training and professional development opportunities in line with personal training plan and the needs of Riverside.
- Be aware of and undertake to comply with Riverside's policies and procedures.
- Any other duties as may be required appropriate to the role and grade of the post.

### Other Information

The nature of the role requires evening and weekend work. Time off in lieu is taken in agreement with the Technical Manager and is subject to the operational needs of Riverside.

### Person Specification

The ideal candidate will be able to demonstrate the following skills, experience and qualities:

#### Essential

##### *Education:*

- Education to degree or equivalent level - we will consider a significant body of relevant experience in lieu of a degree.

##### *Skills:*

- Ability to prioritise, organise own workload and work effectively in a busy and demanding environment.
- Excellent time management.
- Ability to work unsociable hours.
- Highly self-motivated and able to find quick and effective solutions to practical problems.
- Excellent communication skills both written and oral with a range of people and environments.
- Excellent customer care skills, including people with a disability.
- Knowledge of current Health & Safety, and its compliance in the operation of a public building.
- Knowledge of licensing, employment law and the Disability Act.

##### *Experience:*

- 3 years+ experience of working in a technical department within a theatre or similar arts/environment.
- Experience of managing/supervising the work of others.

#### Desirable

- Knowledge of digital cinema projection
- Good IT skills
- Events experience
- Able to start immediately

### Terms and Conditions

- **Salary:** £25,000 per annum
- **Probation:** 3 months
- **Contract Type:** Full time, permanent
- **Working Hours:** A minimum of 40 hours per week, with other hours as required including evenings and weekends where appropriate.
- **Annual Leave:** The annual leave entitlement is 25 days plus statutory bank holidays.
- **Pension Scheme:** Riverside Trust operates a stakeholder pension scheme to which the employer and employee both contribute.
- **Support communication objectives** by sharing information with colleagues as appropriate whilst respecting confidentiality so that all staff have the information needed to perform their duties effectively.

- **Equal Opportunities:** Riverside Trust supports the principle of equal opportunity in employment and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, gender, marital status, disability, age, sexual orientation, or religious or political beliefs. To avoid discriminatory practice during the recruitment of new employees, selection for interview is based entirely on job related criteria. Riverside Studios complies with Health & Safety, Personnel and other policies at all times.
- Comply with the non-smoking working environment throughout the building.
- **Confidentiality:** To keep confidential the internal workings of the Trust.

Riverside Studios encourages attendance at performances with a discretionary allocation of complimentary tickets to employees, subject to availability and within a fair usage policy.

Food and drink discounts at all bars and food outlets within the building.

### **How to Apply**

If you wish to apply for the position, please provide the following:

- A comprehensive CV
- A covering letter (maximum two A4 sides) describing your suitability for the position and specifically how your past experience matches the job description and person specification
- A completed equal opportunity form

Applicants should provide contact details for two references, but we will seek your permission before making direct contact with any referees. All offers of employment will be subject to the receipt of two satisfactory references. All applicants must be eligible to work within the UK.

Please submit your application by email with 'TECHNICIAN' in the subject line to [careers@riversidestudios.co.uk](mailto:careers@riversidestudios.co.uk)

**Deadline: Sunday 16 January 2022 at 5pm**