



The Windmill, Soho

Job Description

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| Role: | Production Technician |
| Location: | The Windmill, Soho, London |
| Reporting To: | General Manager, and Production Stage Manager |
| Hours: | Up to 48 hours per week, to include evenings and weekends |
| Pay: | £30,000 p.a. |

Person Specification

We are looking for a highly motivated and adaptable individual to join our team as our Production Technician. This person will be dedicated, flexible, and have an ability to respond proactively to the ever-changing demands of an exciting venue, whilst representing The Windmill with professionalism at all times. The successful candidate will possess the confidence and ability to work on their own initiative, while forming part of a close team, aiming to achieve excellent levels of service to both the venue and to its customers. They will support Stage and General Management in all aspects of the department's activities, and will actively seek to learn and improve their skill set, to ensure that they are able to make an ongoing contribution to the success of this wonderful venue.

The post holder is expected to have skills in Lighting, Sound, and Video appropriate to the needs of the venue.

Key Responsibilities

- Assist in the efficient running of the resident production, responding to the needs of the creative team, and production staff as required, on a daily basis.
- Willingness, and sufficient technical ability, to work across disciplines.
- Participate fully in the provision of all lighting, sound, and video requirements for designers, creative teams, and the in-house company.
- Oversee the programming and tech process of new variety acts, ensuring their swift incorporation into the show.
- Participate in all aspects of the production, including operating all shows during performance.
- Assist with the safe and efficient get-in, fit-up, and strike of all new acts, ensuring that Health and Safety guidelines are clearly communicated and followed.
- Ensure the safe and efficient operation and maintenance of all stage technology and electrical equipment, and to assist in its periodic maintenance inspections and repairs as required.
- Carry out general maintenance and repairs as required.
- Attend venue Health and Safety meetings, Operations Meetings, and training courses as required.
- Adhere to all Health and Safety procedures, to minimise the risk of injury and accidents, and to assist Stage Management in the completion of Risk Assessment and Safe System of Work documentation.
- Promote a positive approach to Health and Safety, and safe working practices, at all times.
- Work with colleagues to maintain a clean, efficient, well-organised, and safe physical working environment, ensuring all areas are kept in a clean and tidy manner.
- Act as part of the venue's Emergency Response Team, if required to do so.
- In association with Stage Management, prepare a Show Report following each performance.
- Maintain an excellent standard of production paperwork, including your personal daily running list, patch lists, rig plans, etc.
- Represent the venue in an appropriate manner at all times, providing excellent internal and external customer service to colleagues, performers, contractors, and patrons.

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- Act as the sole technician on duty, ensuring the efficient running of all technical aspects of the show during performance times.
- Oversee the rigging of pyrotechnic devices, and their safe operation during performance.
- Support Stage and General Management in ensuring business and departmental objectives are achieved through the team.
- Maintain high standards under pressure, and carry out tasks without detailed supervision.
- Complete any other delegated task, within the remit of the department, that may assist the venue or performance.

Please note that this Job Description reflects the current situation. It does not preclude change or development that may be required in the future.

Essential Criteria

- A proven track record in technical theatre.
- Strong communication skills.
- Programming and operations experience with GrandMA lighting consoles and DiGiCo sound desks.
- Production experience of Resolume video systems.
- Production experience working with both QLab and timecode.
- Team player, with a collaborative approach to working.
- Ability to work unsupervised and show initiative in dealing with day-to-day problems.
- The ability to remain professional in all circumstances, and a desire to provide the highest standard of service to colleagues, performers, patrons, and contractors.
- Willingness to learn new skills.
- Excellent communication skills, with demonstrable experience in liaising with other departments within the same business, and external production teams.
- Good technical skills, with a thorough understanding of current equipment and systems across lighting and sound.
- Knowledge of audio networking and experience of working with live music.
- Experience of lighting technology, including LED and moving lights.
- Strong awareness of, and adherence to, Health and Safety policy and best practice.
- Compliance with discrimination legislation and Equal Opportunities principles.
- Flexibility to work varied hours.

Desirable Criteria

- Basic experience of production rigging and stagecraft.
- Creative Industries Safety Passport, or similar.
- City and Guilds qualification, or similar.
- First Aid and/or Mental Health First Aid qualification.
- Prior experience with immersive theatre, cabaret theatre, and/or new writing.

We are particularly keen to receive applications from those traditionally under-represented in the live arts sector. To apply, please send an up-to-date CV and Covering Letter outlining how you feel your skills and past experiences make you suitable for the position, to jamie@thewindmillsoho.com, with the subject line 'Windmill Technician Application'.