

THE PLACE

TECHNICIAN

CANDIDATE PACK NOVEMBER 2021



CONTENTS

<u>OUR MISSION</u>	<u>3</u>
<u>ABOUT THE PLACE</u>	<u>4</u>
<u>OUR VALUES</u>	<u>5</u>
<u>PUBLIC PROGRAMMES AT THE PLACE</u>	<u>6</u>
<u>JOB OVERVIEW</u>	<u>7</u>
<u>KEY RESPONSIBILITIES</u>	<u>8</u>
<u>PERSON SPECIFICATION</u>	<u>11</u>
<u>SALARY & CONTRACT TERMS</u>	<u>12</u>
<u>STAFF BENEFITS</u>	<u>13</u>
<u>APPLICATIONS & INTERVIEWS</u>	<u>14</u>
<u>EQUAL OPPORTUNITIES</u>	<u>15</u>

OUR MISSION

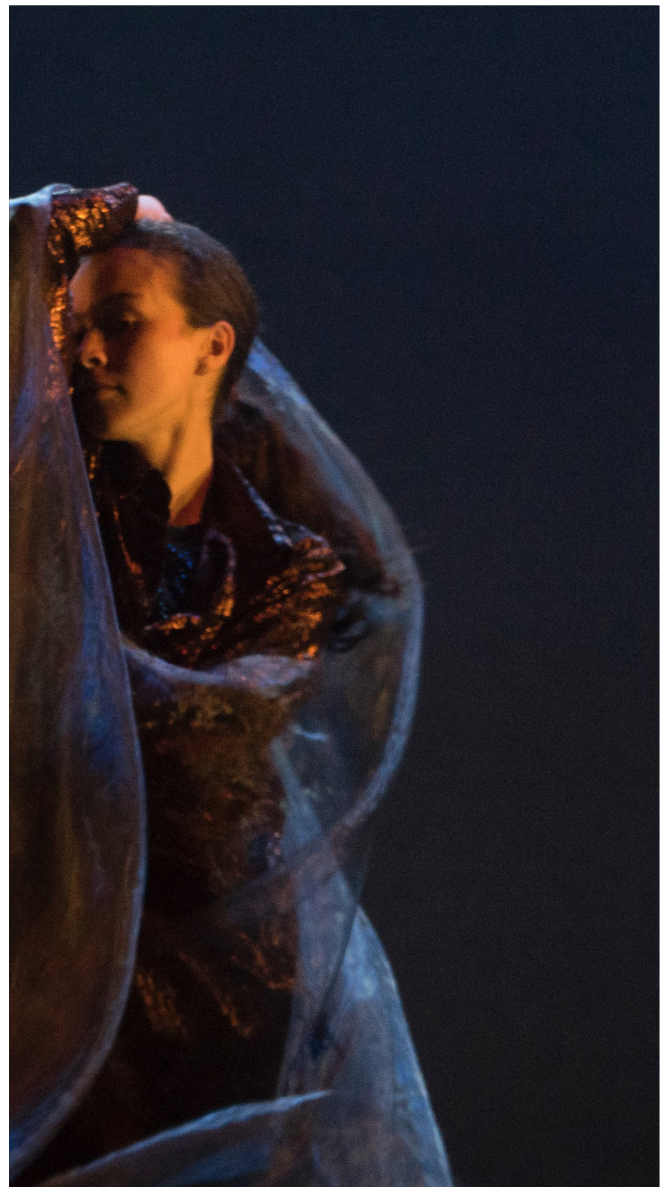
Our vision is

A WORLD WITH MORE DANCE

Our mission is

POWERING IMAGINATION THROUGH DANCE

We do this by fostering a learning culture which promotes innovation, and critical thinking; by developing dance opportunities beyond our walls which span a lifetime and by creating experiences through dance that make us more alive.



ABOUT THE PLACE

The Place, London's creative powerhouse for dance development, has been leading the way in dance training, creation and performance for over 50 years. In a changing landscape, our mission for the future remains steadfast: we are powering imagination through dance, championing new ideas, embracing risks and creating optimal conditions for dance artists and enthusiasts to realise their full potential.

The Place offers intensive education and training through London Contemporary Dance School; a busy programme of boundary-pushing performances in our theatre supported by innovative audience development activities; an extensive professional artist development programme; a growing producing and touring house; and learning and participation opportunities for all ages and skill levels. The commitment to artistic development underpins a portfolio of residency, workshop, training and commissioning projects for professional artists from the UK and the rest of the world. Our reputation in the field of contemporary dance reaches beyond the borders of the UK.

As a pioneering dance organisation, we are committed to creating exciting dance experiences for everybody, offering a diverse and dynamic theatre programme for audiences, supporting artists and dance makers and giving young people access to the highest quality opportunities to transform their lives with dance.

The Place is involved in the entire lifecycle of dance – from education and training to the creative process that leads to new ideas and conception of new work, through to its creation, production and performance. We do this in pursuit of our vision of a world with more dance.



OUR VALUES

UNLOCKING POTENTIAL

We seek talent and passion in everyone and offer the space and opportunities for them to develop their best work.

TAKING RISKS

Being bold and confident, trial and error and embracing processes as well as results is what drives our art form forwards.

EQUALITY

We champion new paradigms and empower all to own their crafts, opinions and leadership potential.

ACTIVISM

Our work reflects the urgent issues of our time, is relevant and impactful.

ENTREPRENEURSHIP

We seek opportunities that push boundary of the art form whilst creating a resilient future for the arts.



PUBLIC PROGRAMMES AT THE PLACE

The Place is a world-renowned dance organisation. We present more than 120 performances a year in one of Europe's busiest dance theatres and support choreographers to create new dance works by commissioning and producing shows that are seen in London, across the UK and all over the world. We run a class programme attracting over 30,000 children and adults each year and our creative learning team deepen and grow our connections to our audiences and local schools. All our teams are active members of many UK and international networks - UK Dance network, European Dancehouse Network and the Aerowaves network and have ongoing projects with these and other national and international partners.

As we look ahead to the future beyond the pandemic, we have a slate of exciting projects for 21/22 including:

- A new cohort of Work Place associate artists, who are joining us on a 5-year programme of bespoke development & support
- Shape It, a Creative Europe funded international project focused on co-creating work for young people
- Choreodrome, our annual summer residency programme for up to 20 choreographers
- A blended live & online programme of classes for adults and children
- A return to our theatre complemented by an online & outdoor programme
- New productions by Requardt & Rosenberg; Lost Dog; Extended Play; •Sivan Rubinstein; Eva Recacha & Lola Maury and Sarah Golding & Yukiko Masui as part of our growing Producing & Touring house
- The development of the Rural Touring Dance Initiative, our partnership project to tour dance to rural spaces

The team has 26 core staff working on the theatre programme, producing and artist development, classes and courses, creative learning, technical operations and front of house/box office. They are supported by a team of freelance technicians, box office and front of house staff, teachers, accompanists, directors, and interns and many freelance artists.



JOB OVERVIEW

PURPOSE

The Technician will report directly to the Deputy Technical Manager and have responsibility for the maintenance, operation and control of all lighting, sound and AV equipment used within the theatre. They will be required to supervise and lead shifts in accordance with relevant legislation and working practices and to assist companies presenting work in the theatre with their technical requirements.

To ensure, with the Technical Team, that productions in the Robin Howard Dance Theatre, and those produced by The Place are realised to the highest possible professional technical standards and to offer ongoing artist support.

—
JOB TITLE
Technician

—
REPORTS TO
Deputy Technical Manager

—
RESPONSIBLE FOR
Casual Technicians

KEY RESPONSIBILITIES

PRODUCTION

- Work within the technical team on all aspects of productions at, or productions by, The Place; this includes working get-ins, get-outs, show calls and production periods as called. On occasion, assist with external off-site productions
- Assist and oversee the day-to-day installation and operation of all lighting, sound, rigging, staging (including stage management), AV, access, emergency and safety systems at The Place used for performance and production periods
- Be proficient in the use of all in house systems and equipment (training will be provided), and on occasion be able to accommodate and use externally provided equipment
- As and when required, liaise with choreographers (professional and student), companies (both internally and externally produced) and external hirers regarding their technical requirements; on occasions, facilitating a lighting design appropriate to the work and within the constraints of the programmed season and production schedule
- Basic troubleshooting and fault finding on user serviceable parts of the video recording system
- Input into the Theatre and Artist Development departmental goals and targets



STAFFING

- Supervise casual staff and freelancers, as well as incoming company production staff
- Ensure all are fully briefed on health and safety procedures
- Act as Duty Technician to make sure work in the theatre adheres to the working practices and guidelines of the theatre
- Assist with the training and induction for new full-time and casual staff, and freelancers, with specific emphasis on the safe working practices of the theatre including evacuation
- Promote good working relationships with all visiting companies and artists and provide a welcoming environment within the theatre



HEATH AND SAFETY, HOUSEKEEPING & OTHER

- Assist the Technical Team in implementing safe working practices
- Assist with the maintenance and upkeep of all technical equipment, including portable appliance testing
- Fault-find and carry out end user maintenance on these items and to ensure non-user serviceable faults are reported quickly and correctly
- Assist the Deputy Technical manager with stock control of consumables
- On occasion, carry out general upkeep to the fabric, fixtures and fittings of the auditorium, backstage and Front of House areas
- Comply to, and work within, the guidelines of The Theatre's license and working practices, as identified by the Technical Manager and Deputy Director, especially with regard to Health and Safety issues, including:
 - Reporting of Injuries, Diseases and Dangerous Occurrences
 - Control of Substances Hazardous to Health Regulations
 - Work at height regulations
 - Provision and use of work equipment regulations
 - Electricity at work regulations
 - Noise at work regulations
 - The upkeep of the theatre first aid supplies
 - The upkeep of the theatre's emergency lighting system
 - The understanding and implementation of the evacuation procedure and fire escape routes
 - Hygiene and safety of staff and public areas, and good housekeeping in all staff areas
 - Any other relevant legislative requirements
- Any other duties that may be reasonably requested

This job description is not an exhaustive list and does not attempt to give a full day-to-day list of operations for this post.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of the ETC Eos operating system • Knowledge of current Health and Safety Regulations and safe working practices within a theatre environment 	<ul style="list-style-type: none"> • Good working knowledge and enthusiasm for contemporary performance • Knowledge of Qlab show control software
SKILLS	<ul style="list-style-type: none"> • Ability to carry out the physical demands of the job including working at height • Ability to plan and work without supervision • Ability to interpret technical drawings and lighting plans 	<ul style="list-style-type: none"> • Strong communication skills with a diverse spectrum of people
EXPERIENCE & QUALIFICATIONS	<ul style="list-style-type: none"> • Demonstrable experience of working in a technical capacity within a professional arts environment • Knowledge and experience of all aspects of technical theatre, including rigging and focusing lights • Experience in working as part of a team 	<ul style="list-style-type: none"> • Experience of supporting artists in the technical realisation of performance • First Aid qualification • Current tallescope training • Experience and/or training in live sound mixing and AV • Experience of maintaining and PAT testing electrical equipment
ATTRIBUTES & PERSONAL CHARACTERISTICS	<ul style="list-style-type: none"> • Able to work under pressure, communicate effectively, share ideas and respect others • A commitment to achieving the best possible technical standard 	<ul style="list-style-type: none"> • A good problem-solving ability and pro-active attitude

SALARY & CONTRACT TERMS

A woman with dark skin and short hair is wearing a bright yellow shawl over a dark top. She is looking down with a slight smile, her hands are clasped in front of her. The background is dark.

SALARY

£24,668 per annum rising to £25,168 per annum after the successful completion of a 6-month probationary period.

Salaries are reviewed in August each year when any cost-of-living increases are made. No salary changes are made until after successful completion of a probationary period 6 months' service.

CONTRACT TERMS

This is a full-time (40 hours per week), open-ended, permanent contract.

Whilst in the six-month probationary period the notice period will be two weeks. Once this period is successfully completed the post holder will be confirmed in the post and the notice period will be four weeks.

HOURS OF WORK

The Place's normal working hours are 40 hours per week for full-time postholders. During busy periods, the number of working hours may increase for which you will receive overtime payments.

The post requires a willingness to work during evenings, weekends and unsocial hours as needed.

Due to the nature of this position, the majority of work for this postholder will need to be conducted onsite. Strict Covid-safe working regulations are in effect.



STAFF BENEFITS

PENSION

All employees will be automatically enrolled in our pension scheme after three months service. We offer two contribution levels for both employee and employer, an entry level where you contribute 5% and we contribute 5%, or a higher level in which you contribute 6% and we contribute 9%.

HOLIDAY

The Place's full-time holiday allowance is 25 days plus 8 bank holidays per year. The annual leave allocation runs from January to December each year, holiday entitlements will be pro-rated for part-time postholders and those starting in the middle of the year.

OTHER BENEFITS

- Interest-free travel cost loan (after 3 months).
- Theatre ticket allowance of up to £100 per year.
- Free and discounted access to The Place's evening classes (subject to availability).
- Subsidised cafe and bar prices.
- Salary sacrifice scheme for the purchase of bicycles and related equipment.
- Subsidised staff yoga/Pilates and staff choir.

APPLICATIONS & INTERVIEWS

HOW TO APPLY

Completed application forms should be submitted to jobs@theplace.org.uk. You can download the application form for this role from our website. We do not accept CVs.

If you would find it more accessible to complete this application in a different format, video applications of up to 5-minutes in length would be welcomed.

For an informal chat about this role to answer any questions you may have, please email Marco Cifre, Technical Manager, on marco.cifre@theplace.org.uk. Please note that due to the current busy theatre programming schedule, there may be a delay in queries being answered.

INTERVIEWS

Applicants are encouraged to apply as soon as possible and interviews for appropriate candidates will be offered at the earliest convenience.





EQUAL OPPORTUNITIES

The Place is committed to equality and diversity and welcomes applications from all sections of the community. Disabled candidates and those from ethnically diverse backgrounds who meet the essential criteria for a role will be guaranteed an interview as they are underrepresented in our workforce.

The Place is an equal opportunities employer and has an Equality and Diversity Plan aimed at improving the diversity of its workforce. To ensure the effectiveness of this policy and to assist in its development, we monitor all applications for employment. To this end, and in accordance with our Equal Opportunities Policy, we ask that each applicant completes our Monitoring form, this can be accessed [here](#). Monitoring information is collected and processed securely and separately to applications. If you do not wish to disclose this information, please return a blank monitoring form.

The Place is keen to ensure everyone applying for employment has an equal experience when attending an interview. Should you have any queries about, or wish to make us aware of, any support required to attend an interview or to work at The Place or if you would like this pack in alternative format, please contact Laura Naldrett or Richard Lawrence-Allen in the HR Team who will be happy to arrange this for you by emailing HR@theplace.org.uk

Unfortunately, due to the number we receive, we are unable to respond to all applications; however, we will offer feedback to those who are shortlisted for interview.

Thank you for your interest in The Place.

PHOTO CREDITS

Front Cover: Startin Point 2018 - Commission Performance. Photo by The Duke LDN

Pages 3, 4, 5, 12, 14 and 16: Startin Point 2018 - Commission Performance. Photo by The Duke LDN

Page 6: London Contemporary Dance School – An Evening of Dance 2019. Photo by Rocio Chacon

Pages 8 and 13: Startin Point 2018 – Kre8! Battle. Photo by The Duke LDN

Page 9: LCDS Graduation Show 2018 by Rachel Young. Photo by Camilla Greenwell

Back Cover: LCDS Student Work 2019 by Angelina Gorgaeva and Renzo Allen. Photo by Camilla Greenwell



THE PLACE



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