

Altwood Road

Maidenhead SL6 4PF

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Aug 2018

Dear Applicant

## Senior Technician (12 month initial contract)

Thank you for requesting an application pack for the position of Technician here at Norden Farm Centre for the Arts.

This pack includes:

* Job description and person specification
* Application form and equal opportunities monitoring form
* Staffing structure

You can find out more about Norden Farm and its programme of events and activities by visiting our website, www.nordenfarm.org

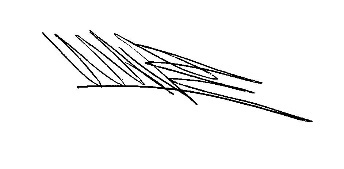
Norden Farm is striving to be an equal opportunities employer. We welcome applications from Black and minority ethnic candidates who are currently under represented in our organisation.

The deadline for applications is **Mon 10Sept 2018.** You may submit applications by email or post but we would ask that you complete our application form and do not submit CVs.

I hope you decide to apply and look forward to receiving your application.

Please return the application form to [admin@nordenfarm.org](mailto:admin@nordenfarm.org)

Best wishes



### Matthew Biss

**Technical Manager**

# Norden Farm Centre for the Arts



## Senior Technician (12 month contract)

**Job Description**

Post Title: Senior Technician (12 month contract)

Hours: Full time, to a maximum of 42 hours in every seven day period. The nature of the position dictates a proportion of these will fall at evenings and weekends. Overtime is not generally available.

Salary: £20,000 - £22,000 doe

Leave entitlement: 23 days paid holiday (plus statutory Bank Holidays)

Base: Norden Farm

Reporting to: Technical Manager

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| **Job Summary** |

The Senior Technician will assist the Technical Manager in the preparation of facilities, resources and delivery of technical services including the operation and maintenance of lighting and sound equipment. The Senior Technician will be expected to work alone and deputise for the Technical Manager in his absence and take specific responsibilities for the maintenance and development in some areas of lighting/sound equipment.

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| **Key Responsibilities** |

1. Advance preparation of spaces and resources to meet the expectations of incoming companies/practitioners, local arts groups and commercial hirers.

2. Engineering FOH sound for gigs and other live performances

3. Efficient delivery of technical services, and effective provision of resources to meet the needs of incoming companies/practitioners, local arts groups and commercial hirers.

4. Operating sound, lighting and cinema equipment

5. Understanding and implementing health and safety procedures.

6. Efficient and effective maintenance of technical equipment and resources with proper regard for health and safety requirements.

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| **Detailed Job Description** |

1. Operation of lighting and sound equipment for professional and local arts performances.
2. Rigging of lighting, sound, stage and AV equipment in Courtyard Theatre, Studio, Long Barn, Gallery and other areas of the Centre.
3. Engineering sound for live performances
4. Operating flying equipment.
5. Assisting with delivering a programme of maintenance and development.
6. Operation of Digital cinema projector.
7. Working within and keeping up to date with current health and safety regulations.
8. Hanging/installing artwork in the Gallery.
9. Supervising and mentoring local arts users and volunteers as necessary, providing training to such users as agreed.
10. Laying out stage and seating arrangements in all spaces.
11. Deputising for the Technical Manager in his absence and working unsupervised and on own initiative (following satisfactory induction and training).
12. Carry out his/her duties with due regard to the Norden Farm Centre Trust Equal Opportunities Policy, Child Protection Policy and Health & Safety Policy.
13. Any other duties deemed part of the Technician post or as allocated by the Technical Manager.

# Norden Farm Centre for the Arts



## Senior Technician

## Person Specification

**Essential**

Candidates must be able to demonstrate:

* Good experience of and a strong skillset mixing live sound for bands.
* Excellent technical skills including lighting, sound, stage and AV presentation
* The ability to work unsupervised and thrive in a pressured environment with a fast working pace
* Experience within a professional technical theatre and sound engineering environment
* A commitment to developing their skills and expertise
* A good level of IT literacy
* A genuine passion for the arts
* A willingness to work with a range of people, professional and amateur
* Excellent personal communication skills
* Formal training in Technical Theatre or Sound Engineering

**Desirable**

* Building and equipment maintenance skills
* Digital Cinema projection experience (although training can be given)
* Hemp and counterweight flying experience
* Full driving licence and own means of transport
* Interest in maintenance of small IT network/support
* Current First Aid qualification
* Graduate candidate preferred

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**Norden Farm Centre for the Arts**

**Application Form**

**CONFIDENTIAL**

***Please read the job description and supporting information before completing this form.***

Please complete this form, ensuring you fill in all appropriate sections as fully as possible. Forms may be completed electronically or by hand in black ink. CVs should NOT be included with applications.

Completed application forms may be submitted by email to admin@nordenfarm.org or by post to: Norden Farm Centre for the Arts, Altwood Road, Maidenhead, SL6 4PF.

If you have a disability or any other special need that means you are unable to complete this form or any other part of the process, please contact us to make alternative arrangements.

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| **Application for the post of:** |  |

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| --- | --- | --- | --- | --- |
| **Personal Details** | | | | |
| Last Name |  | | | |
| First Names |  | | | |
| Home Address |  | | | |
|  |  | | | |
|  |  | | | |
|  |  | | Postcode |  |
| Telephone | Home |  | Work |  |
|  | Mobile |  |  | |
| Email address |  | | | |
| May we contact you at work? |  | | | |

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| **Education and Training** | | | | |
| **Secondary Education** | | | | |
| From | To | | School(s) | Examinations passed/Grades |
|  |  | |  |  |
| **Higher and Further Education (University/College/Apprenticeships etc)** | | | | |
| From | To | | Place of Education | Qualification obtained |
|  |  | |  |  |
| **Short and Part-time Courses** (including relevant in-house training) | | | | |
| Dates | | Details | | |
|  | |  | | |

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| **Current/Most Recent Employment** | | | |
| Position held |  | | |
| Employer’s Name |  | | |
| Employer’s Address |  | | |
|  |  | | |
| Start Date |  | End Date |  |
| Period of Notice Required |  | Current Salary |  |
| Brief Outline of Duties and Responsibilities |  | | |
| Reason for Leaving |  | | |

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| --- | --- | --- | --- | --- |
| **Previous Employment** | | | | |
| Date from | Date to | Name, location and nature of employer’s business | Position held | Reason for leaving |
|  |  |  |  |  |

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| **Supporting Information** | |
| Please use this space to tell us why you have applied for this position and what you will bring to the post. Describe how the skills and experience you possess would enable you to fulfil the role as described in the job description and any other information that supports your application. Use a continuation sheet if necessary | |
|  | |
| **Further Information** | |
| Do you hold a current and full (not provisional) EU driver’s licence? |  |
| Do you require a work permit to work in the United Kingdom? |  |
| Please state how many days you have been absent from work/college due to illness during the last two years, providing details for any extended absence if you wish.\* |  |
| *Under the Rehabilitation of Offenders Act 1974, candidates are not usually required to give details of spent offences* |  |
| Have you ever been convicted, cautioned, bound over or have a conviction pending in respect of any criminal offence which is not considered spent? \* | |  |
| *\* Please use an additional sheet if necessary* |  |
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| **References** | | |
| Please give the names and addresses of two people, not relatives, one of who should be your current employer (or last employer) from whom confidential references may be obtained. It is Norden Farm’s policy to contact referees before an offer of employment is made. Please indicate if you would prefer this NOT to happen. | | |
| Name | Position | Address/Telephone Number/Email |
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| **Declaration** | |
| I declare that the information on this application is, to the best of my knowledge, true and complete | |
| Signed | Date |

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**Norden Farm Centre for the Arts**

**Equal Opportunities Monitoring Form**

**On receipt, this section will be detached from the main body of the application form and will not form any part of the selection process**

**1. Ethnic Origin**

(Please tick as appropriate)

I would describe myself as being:

|  |  |  |  |
| --- | --- | --- | --- |
| White: | |  | Chinese |
|  | British |  |  |
|  | Irish |  | Asian and white |
|  | Any other White background |  | Black African and white |
|  |  |  | Black Caribbean and white |
| Black or Black British: | |  | Chinese and white |
|  | Black African |  |  |
|  | Black Caribbean |  | Any other background from more than one ethnic group |
|  | Any other Black background |  |
|  |  |  |  |
| Asian or Asian British: | |  | Any other ethnic group (Please give details below) |
|  | Asian Bangladeshi |  |
|  | Asian Indian |  |
|  | Asian Pakistani |  |  |
|  | Any other Asian background |  | Prefer not to answer |

**2. Sex**

|  |  |
| --- | --- |
|  | Male |
|  | Female |

**3. Disability**

Do you consider yourself to be disabled:

|  |  |
| --- | --- |
|  | Yes |
|  | No |
|  | Prefer not to answer |

**4. Age**

|  |  |
| --- | --- |
| Date of Birth |  |

|  |  |
| --- | --- |
| National Insurance Number |  |
| Where did you see this job advertised: |  |