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January 2020

Dear Applicant

## Technician

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 **Tues 4 Feb 2020**.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.

Best wishes



### Matthew Biss

**Technical Manager**



## Technician

**Job Description**

Post Title: Technician

Hours: Full time, to a maximum of 39.5 hours (42 including breaks) in every seven day period. The nature of the position dictates a proportion of these will fall at evenings and weekends.

Salary: £19,500 per annum

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

Base: Norden Farm

Reporting to: Technical Manager

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| **Job Summary** |

This role encompasses all technical aspects involved in delivering a high-quality programme of live events, exhibitions and installations at Norden Farm and other venues. This includes

* Rigging and designing lighting rigs for a range of performances
* Rigging and operating sound equipment for live and recorded events
* Supporting both professional, amateur performers
* Programming and operating Digital Cinema and a range of AV equipment
* Working with Artists to build installations in the Gallery and other areas of the building
* Supporting corporate hirers, from small meetings to large events in the theatre and throughout the building

The Technician will be expected to have a range of skills and interests covering Lighting, Live Sound and Stagecraft. Whatever your current skillset, there is significant opportunity to develop those skills and, for the right candidate, you will be encouraged and supported to broaden your knowledge and experience as a technician.

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

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

4. Rigging and operating sound, lighting, AV and digital cinema equipment.

5. Working with artists to build and install work in the Gallery and other areas around the building.

6. Understanding and implementing health and safety procedures.

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| **Detailed Job Description** |

1. Working with performers and visiting technicians to creatively present a wide range of Theatre, Live Music and Film to a consistently high standard.

2. Rigging and operating lighting, sound, stage and AV equipment in the Courtyard Theatre, Studio, Long Barn, Gallery and other areas of Norden Farm.

3. Operating flying equipment.

4. Assisting with delivering a programme of maintenance and development.

5. Operation of digital cinema projector.

6. Working within and keeping up to date with current health and safety regulations.

7. Working with artists to build and install work in the Gallery and other areas around the building.

8. Supervising and mentoring local arts users and volunteers as necessary, providing training to such users as agreed.

9. Laying out stage, seating and AV arrangements in all spaces.

10. Deputising for the Technical Manager in his absence and working unsupervised and on own initiative (following satisfactory induction and training).

11. Carry out his/her duties with due regard to the Norden Farm Centre Trust Equal Opportunities Policy and Health & Safety Policy.

12. Any other duties deemed part of the Technician post or as allocated by the Technical Manager.

# Norden Farm brochure logo BLACK Low res

## *Technician*

## *Person Specification*

**Essential**

Candidates must be able to demonstrate:

* The ability to work unsupervised and thrive in a pressured environment with a fast working pace
* A good grasp of basic technical skills including lighting, sound, stage and AV presentation
* Some technical experience within a professional working 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

**Desirable**

* Building and equipment maintenance skills
* Digital Cinema projection experience (although training will 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



**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

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? |  |
| Have you any medical condition which might affect your ability to carry out the responsibilities of this post or which has been a factor in previous employment? \* |  |
| 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 |

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| Signed | Date |
|  |  |



##### 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 |  |

|  |  |
| --- | --- |
| Where did you see this job advertised: |  |