

JOB DESCRIPTION - TECHNICIAN

The Technician role combines technical and practical skills with teamwork and communication, working alongside other technicians, artists and freelance creative teams. They can be relied upon to deliver the creative visions of artists in a safe and effective manner, the successful running of the theatre's busy programme, the wider building and our work elsewhere.

This is an exciting time to join a forward-thinking organisation at a time of growth and expansion, as we move to become a multi-site operation with a strong digital presence.

SOHO THEATRE is London's most vibrant producer for new theatre, comedy and cabaret. We pursue creative excellence, harnessing an artistic spirit that is based in our new writing roots, the radical ethos of the fringe and the traditions of punk culture and queer performance. We champion voices that challenge from outside of the mainstream, and sometimes from within it too. We value entertainment, accessibility and enjoy a good show. We are a registered charity and social enterprise and our audiences are diverse in age, background and outlook.

We are mission driven and we measure our success in:

- the **NEW WORK** that we produce, present and facilitate
- the **CREATIVE TALENT** that we nurture with artists, in our participation work and with our own staff
- the **DIVERSE AUDIENCES** that we play to and engage

Bang in the creative heart of London, our home is one of the country's busiest venues with a year-round festival programme and a buzzing bar. By day we're a hive of writing, workshops, showcases, meetings and events and by night we're stage to an average of six shows and a throng of audiences. Ordinarily our work plays to live audiences of 250,000 audiences a year in our Dean Street venue, at the Edinburgh Fringe and beyond. During our temporary closure due to Covid-19 we re-launched our online platform Soho Theatre On Demand, which hosted the phenomenally successful live recording of **FLEABAG** and recently released **TYPICAL** and **SUNRISE**. We've partnered with Amazon Prime Video (UK) for a three-series deal, bringing existing and new comedy shows to the platform (2021-22). We also have an additional venue in Walthamstow in progress.

Soho Theatre's board is chaired by Dame Heather Rabbatts DBE and the company is led by Executive Director Mark Godfrey and Creative Director David Luff.

sohotheatre.com | www.sohotheatreondemand.com | [@sohotheatre](https://www.instagram.com/sohotheatre)

JOB SUMMARY

Closing date:	5pm, Friday 17 February 2023
Interviews:	w/c 20 February 2023
Job Title:	Technician
Responsible to:	Technical & Production Manager
Working with:	Technical team, Operations teams
Location:	London, W1D 3NE
Salary:	£26,000 per annum

How to apply:

To apply, please fill in an application form and complete an online equal opportunities monitoring form – [click here](#)). When completing your application form, please read the person specification in the job description carefully.

We will shortlist for the position based on how you respond to the job description and the person specification.

Submitting your application:

We prefer applications to be sent by email. Please send your completed forms to jobs@sohotheatre.com with **STTech2023** in the subject line.

If you would like to submit your application in another format please contact HR on 020 7478 0100 or email jobs@sohotheatre.com to discuss alternatives.

For an informal conversation about the role, please contact Stefan Andrews, Technical & Production Manager stefan@sohotheatre.com.

The deadline for submitting your application is 5pm, Friday 17 February 2023.

Interviews will be held week commencing 20 February 2023. We will contact every candidate, whether they have been shortlisted for interview or not.

JOB DESCRIPTION

Job Title:	Technician
Responsible to:	Technical & Production Manager
Working closely with:	Technical team, Operations teams
Purpose of job:	<p>To deliver excellent technical support for and contribute to the presentation of live performances at Soho Theatre, be they theatre, comedy or cabaret.</p> <p>With the Technical & Production Manager and the Technical team, to ensure that all Health & Safety requirements are met for all activities in all performance venues.</p>

DUTIES

TECHNICAL DEPARTMENT

- To provide a constant, professional and friendly point of contact for visiting companies, artists and their representatives across all three venues and externally as required
- To programme and operate lighting and sound as required by all shows and events
- Assist with rigging and de-rigging of lighting / sound / video equipment
- Assist with get-ins, fit-ups and get outs, leading as required in absence of senior technical staff, act as duty technician and supervise technical crews and casual workers
- Assist with the regular and proper maintenance, inspection and, where appropriate, testing of production and building technical equipment, ensuring it meets industry and manufacturer standards
- Create / sign off risk assessments for shows, ensuring control measures are adequate, achievable and adhered to at all times
- Provide technical support for external hire clients and events in other departments

PERFORMANCE TIMES

- Ensure public and backstage areas are safe and clear, the stage is ready, and artists / performers are standing by, assisting Front of House where required
- Oversee and assist with the nightly venue turnarounds into second and third shows
- Complete a technical show report and submit to the Duty Technician at the end of the evening
- Ensure that the venue and associated areas are made safe, powered down and secured after the completion of the performance or event, taking responsibility for the deactivation and reactivation of detection devices as deemed necessary by the performance schedule
- Assist the Duty Manager in the event of an evacuation as per the evacuation procedure

BUILDING

- Support the Facilities Manager to maintain the building and plant equipment, assisting with routine day-to-day maintenance as required
- Constantly ensure that all public areas of the building are kept clear and comply with Soho's building & entertainment licence and Health & Safety Policy
- Act as a key-holder for the building

HEALTH AND SAFETY

- Read and actively implement Soho Theatre's Health & Safety Policy in all areas
- Ensure all work is carried out in a safe and secure manner and inform the Technical & Production Manager in the case of any uncertainty
- Ensure that all incoming companies are provided with a full Health & Safety induction on arrival, and technical company members are given a technical induction / toolbox talk
- Act as an appointed First Aider for the building

GENERAL

- Support the aims and objectives of Soho Theatre Company both internally and externally
- Act as an ambassador for Soho Theatre to all visitors to the building
- Any other duties the Technical & Production Manager may reasonably require

This is a guide to the nature of the work required of the Technician. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and the line manager from time to time.

PERSON SPECIFICATION

Essential Experience

- Experience in a professional producing or receiving theatre and/or a qualification in technical theatre
- Experience of liaising with artists
- Rigging, operation and maintenance of theatrical lighting, sound, communications, special effects and video equipment

Desirable Experience (not part of shortlisting process)

- Experience within a technical team in a multi-venue setting
- Awareness of networking for technical theatre infrastructure

Essential Skills

- Knowledge of ETC lighting desks, including plotting moving lights
- Knowledge of digital sound consoles and QLab software
- Ability to interpret technical drawings and sound/video/lighting plans
- Ability to work at height safely and with confidence
- Ability to communicate clearly, effectively and with authority and to lead by example
- An awareness of the access requirements that may be presented by artists and patrons, and to identify reasonable adjustments to make their time here safe and comfortable
- Excellent attention to detail and time management

Desirable Skills (not part of shortlisting process)

- Ability to use a wide range of portable power tools and hand tools safely with confidence
- Ability to PAT test and maintain standard theatre equipment
- Basic knowledge of stage management duties
- Basic set construction and carpentry skills

Qualities

- Ability to work in a fast paced, energetic and demanding environment
- Strong interpersonal skills, with the ability to engage with a wide range of personalities and backgrounds in a clear and effective manner
- Willingness and ability to work unsupervised and with initiative
- Highly organised and self-motivated
- An interest in new writing and ambitious approaches to theatre, comedy and cabaret
- Friendly and approachable, with an interest in meeting new people
- Willing to contribute to interpreting a creative vision
- A working knowledge of the arts sector

Don't meet every single requirement of the job? Don't worry. If you're excited about this role but your past experience doesn't align perfectly with every requirement in the job description, we encourage you to apply anyways. You may be just the right candidate for this or other roles.

TERMS AND CONDITIONS

Equal Opportunities

Running through the core of Soho Theatre are the values of equality of opportunity, diversity of background and inclusion and accessibility for all. Our artists, audience and staff reflect a diverse London and we work hard to increase representation across cultures and experience.

Terms of Employment

This is envisioned as a permanent, full-time post with a 3 month probation period.

Salary

£26,000 per annum.

Holiday entitlement

20 days per annum, rising to 25 days after one year of continuous service.

Hours

Normal working week is 40 hours over a 5-day period, Monday to Sunday; all other terms and conditions as per BECTU / TMA agreement, including provisions for overtime working. It is expected that you will be prepared to work evenings and weekends.

Pension

The Company operates an auto-enrolment pension scheme, which you are eligible to join after three months of employment. This is at the rate of 4% from the employer and 3% from the employee on qualifying (banded) earnings. The Government will pay in 1% of qualifying earnings, which is tax relief. If you have made other arrangements, there is the option to opt out altogether.

Staff benefits include:

- Tickets for Soho shows (subject to availability)
- Season ticket and Cycle to Work loans and other travel schemes
- Employee Assistance Programme including health insurance
- Seasonal flu jabs
- Training and development opportunities
- Discount at Soho Theatre Bar and other local businesses

February 2023