



JOIN THE JOURNEY...



Tobacco Factory Theatres is a place of welcome and wonder. A safe and inspiring place to share stories and be creative. Based in the iconic Tobacco Factory in South Bristol, our work connects people through the power of live theatre and the arts.

We present over 300 performances annually to audiences of over 50,000 including bold in-house productions and co-productions with nationally respected companies. We also receive many of the country's top touring performances, from exciting new work to comedy, music, spoken word and work for families.

We have two dynamic spaces, The Spielman which houses our experimental and engagement programme and The Factory, a flexible and unique space which presents work in a variety of ways including our distinctive 'in the round' configuration.

Over 400 local creatives take part in our Artistic Development programmes; including our Acting and Writers Labs and city wide Artist Membership scheme. We are proud to offer thousands of creative learning and participation opportunities to local people through our Get Involved programme from regular workshops to bespoke offers.

In 2023, we made our work more accessible than ever with 1,377 financial difficulty tickets issued for those who would not be able to attend at the standard or concessionary price. At Christmas we were delighted to offer our first, free Community Performance for local youth projects, refugee charities who support asylum seekers, school children and organisations working with people with additional needs.

2024 promises to be a very exciting year at TFT, with new in house productions and co-productions soon to be announced.

Join the journey...

Job Title: **Duty Technician**
Reports To: **Senior Technician**

SCOPE:

The Duty Technician supports the Senior Technician with the day to day technical operation of all spaces at Tobacco Factory Theatres, the maintenance of their technical equipment, facilities and associated spaces and ensuring that safe working conditions and practices of the spaces are adhered to at all times.

You will welcome and work closely with touring companies to deliver their needs as well as assisting with in-house productions, development, hires, educational and operational work as required.

KEY RESPONSIBILITIES:

- To assist the Senior Technician in dealing with visiting companies in order to assess, discover and deliver their technical requirements for their productions
- To facilitate the creation of elements of work for both the Arts and Get Involved departments under the direction of the Senior Technician/Head of Operations including supporting the delivery of work if required
- To prepare lighting and sound equipment for use in performances and events under the direction of the Senior Technician
- To rig, focus, plot and operate lighting, sound, AV and access equipment
- To set up, support, facilitate and deliver recording equipment and recordings of productions in consultation with the Senior Technician
- To be the main point of contact between the visiting companies and Tobacco Factory Theatres staff during performances
- To assist with the induction and management of casual technical staff and the induction of visiting companies including venue procedures such as health and safety, security, performance and licensing and ensuring these are adhered to
- To lead casual technical staff where required on get-ins, get-outs and shift work
- To assist on and, if required, lead seating configuration changes
- To assist the Senior Technician with duties relating to health and safety including safety checks, risk assessments, policy and procedures

- To take part in the maintenance and repair of all venue equipment used by Tobacco Factory Theatres
- To assist in the up keep of the department and the monitoring and replacement of departmental stock
- Assist with the maintenance of the fabric and facilities of Tobacco Factory Theatres, including theatre spaces (e.g. seating and air conditioning) as required
- To assist with ensuring all performances and productions are compliant with best venue and health and safety practices
- To carry out regular maintenance checks and report issues to the Senior Technician and Head of Operations
- To deputise for the Senior Technician as required
- Respond to internal or external department related questions as required
- To carry out administrative tasks relating to the job

OTHER DUTIES:

- To attend staff meetings, away days, and other theatre events including season launches and press nights if required
- To work closely with the other members of Tobacco Factory Theatres staff and freelancers
- To keep abreast of all activities in the theatre spaces and external activities
- Abide by Tobacco Factory Theatres code of conduct, policies and procedures
- Assist the Operations team with the daily operation and maintenance of areas outside the theatre spaces when required
- Any other duties as mutually agreed

PERSON SPECIFICATION:

Essential

- Experience of working in a Theatre with multiple performances per month
- A strong working knowledge of theatre electrics, technical maintenance and entertainment IP networks
- Experience of running fit-ups, get outs and show operation
- Experience of programming ETC lighting consoles (ION, Nomad); including Intelligent fixture programming and design work
- Set-up and operation of sound equipment including Qlab; digital desks and network protocols and multi output speaker systems
- Experience of maintenance including; building, theatre equipment IE lantern repair and facilities
- Experience managing competing priorities
- Strong communication skills, both written and verbal

Desirable

- Experience monitoring risk assessments in line with venue health and safety policies
- Experience of touring theatre
- Training in first aid, manual handling, health and safety and working at height
- Experience of live sound work including mixing and patching (Behringer X32)
- Set construction skills
- Experience of Vmix operation
- Experience of Blackmagic Stem
- Camera operation and vision mixing experience
- Knowledge of digital capture and live streaming
- Sound bias



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TERMS & CONDITIONS:

Contract:

1 Year Fixed Term

Hours per week:

Average of 20-25 hours. You will offered additional work outside of contracted hours when available. Flexibility will be needed based on the requirements of the programme when evening and weekend work will be required

Annual salary:

£24,500 pro rata

Holiday:

30 days (pro rata) per annum inclusive of Bank Holidays

Employer:

Tobacco Factory Arts Trust

Location of post:

Tobacco Factory Theatres, Raleigh Road, Bristol, BS3 1TF

Probation period:

3 months in which notice period is one week on either side

Notice thereafter:

2 months

APPLICATION PROCESS:

All applications will be considered.

Whilst we welcome applications from people of all backgrounds, we encourage applications from people whose identities or backgrounds are under-represented in our organisation, including those who face barriers to opportunities, people from working class backgrounds, people from the LGBTQIA+ community, and people from Black, Asian, traveller, mixed heritage or other global majority backgrounds.

If this applies to you, please refer to this in your application and we will guarantee an interview if you meet the criteria listed in 'We would like to hear from people who have'.

If you require an Application Pack in an alternative format or have any questions about this role or the application, please email:

recruitment@tobaccofactorytheatres.com

To apply:

Please email recruitment@tobaccofactorytheatres.com with the subject 'Duty Technician' and include all of the following:

- Completed application form outlining your experience against the personal specification
- Or a short film/audio file detailing relevant experience and why you want this role
- A completed Equalities Monitoring form

Deadline:

10am Monday 18 March 2024

Applications received after this time cannot be considered

Interviews:

Thursday 28 March 2024

Start date:

ASAP following offer

TOBACCO FACTORY THEATRES

tobaccofactorytheatres.com

*Tobacco Factory Theatres would like to thank Arts Council England and Bristol City Council
for their continued support.*



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

