

**OLD FIRE
STATION**

Theatre Technician Recruitment Pack

Art is for everyone.
Everyone has potential.





About Old Fire Station, Oxford

The Old Fire Station is a centre for creativity in Oxford housing two organisations: the homelessness charity Crisis and the Old Fire Station (OFS). We share our building.

OFS encourages people from all backgrounds to understand and shape the world in which we live through stories, creativity and the arts, and by connecting with others.

ART IS FOR EVERYONE. EVERYONE HAS POTENTIAL.

Read our 2022 impact report [here](#), and watch short videos about the OFS [here](#) and [here](#).

Learn more about our projects [Marmalade](#), [Offbeat](#), [Hidden Spire](#) and [Storytelling](#).

What we do

Produce and present across art forms

We want our reputation to be good-quality art, in person and online, which is aimed at adults, takes a risk, asks questions and entertains. We want our audiences to have fun and be open to new ideas and different people.

Help people to be creative

We want people to be able to write, sing, draw, devise, design, perform, move, make, imagine, play and create – physically and online – individually or with others and to a high standard. Creativity includes artistic practice but also extends to technology and science and imaginative thinking. We want people to tell their own stories using the medium that works best for them.

Support artists

We want early to mid-career artists from all disciplines to have access to the advice, networks and promotion they need to develop their practice as creatives and as facilitators of other people's creativity.

Include people facing tough times because of disadvantage

We share our building with the homelessness charity, Crisis. Through this partnership, we offer people who are homeless space to define themselves and choose their own labels by including them in the running of the centre. We also seek to include others who are socially isolated and disadvantaged. We do not focus on homelessness. We focus on what people who face disadvantage can offer.

Work with communities across Oxford

With Crisis, we offer a public space which is shared by very different people and helps to break down barriers and promote solidarity in Oxford. We will also work through partnerships beyond our building with different communities around Oxford.

What we consider in everything we do

Be human friendly

This means working with others to

- educate ourselves about healthy organisational culture and decision making
- take practical steps to develop honest supportive relationships within our team, with our volunteers, our partners and funders and with the public
- use our creativity to promote services founded on good quality relationships and learning

It also means having fun!

Experiment and Listen

To make great art and to achieve change we have to experiment and play.

This means taking risks, being prepared to fail and being able to adapt and respond.

It also means listening carefully to those with whom we work (especially to dissent), reflecting deeply on what we do and how we do it, and measuring impact primarily through storytelling.

Build financial resilience

This means ensuring that we are here for the long term by diversifying income streams, securing core and project funding, developing the business, minimising expenditure whilst delivering our mission and maintaining appropriate levels of reserves. It also means ensuring that those we work with are properly paid to help them become financially resilient.

Unlearn Discrimination

This means working with others to

- educate ourselves about racism and other forms of discrimination in cultural organisations (especially with regards to disability and class)
- take practical steps to become more representative of diverse communities
- use our creativity to explore diverse culture and challenge ignorance or abuse

Face the Climate Emergency

This means working with others to

- educate ourselves about the emergency
- take practical steps to reduce carbon emissions
- use our creativity to help our community face the challenges ahead



How do we do it?

We do all this by focussing on:

- good quality relationships
- listening and learning
- encouraging creativity and risk-taking
- offering a public space which is welcoming to all
- working collaboratively online, outside and elsewhere

Why is this needed?

Oxford is globally renowned for stunning heritage and outstanding research.

Oxford is also a place of disadvantage and inequality.

Oxford needs the Old Fire Station because it is about openness, inclusion, looking forward and different thinking.

The Old Fire Station acts as a bridge between sectors, organisations and people.



About the role

The Theatre Technician supports the Digital and Technical Manager in providing a high-level of technical service for the Old Fire Station's received performance programme and hires, as well as the in-house productions and events.

To run the technical lights, sound and AV of the theatre and building, to a high standard, as well as managing the space in terms of health and safety and stage management. Ensure the technical department is kept organised, tidy and maintained. Assist in the management of the organisation of technical documents and show information

Salary: £23,350 (5 days a week) or £18,680 (4 days a week)

Benefits: Annual leave entitlement of 33 days (pro rata) including bank holidays. Some days need to be taken at specified times during the year. Additional annual leave awarded for long service. Additional work-related travel expenses (not including travel to and from the office) will be payable in line with the relevant conditions and rates agreed. Pension is offered to all employees.

Contract: This post is offered at either 4 or 5 days a week (29 hours or 37 hours). The hours are worked over a flexible pattern, which will include evenings, as well as Saturday and Sunday working. OFS works on a TOIL (Time Off In Lieu) system. Permanent role, subject to a 6-month probationary period.

Line managed by: Digital and Technical Manager

Line manages: None, but will require supervision of other technical staff on duty



Key responsibilities of the Theatre Technician

- To manage and carry out technical duties including but not limited to; rigging, focussing, sound set-up, live mixing, AV operation, room set-up and other physical tasks necessary for a professional presentation of all public performances, private hire events and internal projects.
- To work on in-house productions and events like Offbeat Festival, Christmas Show and Marmalade Festival alongside the Digital and Technical Manager. If required, take on roles like Operator and Programmer.
- To learn new digital systems as and when introduced and help maintain, run and operate the new AV systems across OFS spaces e.g. streaming and recording.
- To run Digital online shows and workshops when required over Zoom and run events, shows or interactive experiences via livestream.
- To ensure that visiting companies comply with our safe working practices and Health and Safety regulations, ensuring the company comply with the most up to date legislation.
- Work alongside the Digital and Technical Manager to carry out maintenance of equipment, fixtures and fabric of the theatre and building. Ensure that all technical equipment is fit for purpose, correctly stored, maintained and documented, and used appropriately when required.
- Work with Digital and Technical Manager to ensure asset and stock lists are up to date.
- To support the Digital and Technical Manager with department administration, contacting companies and hirers ahead of performances and events, to find out their technical requirements.
- To support the Digital and Technical Manager in communicating the hirers' technical requirements to the technician on duty.
- To work with the Digital and Technical Manager to keep Rota Sheets and Monthly Summary Sheets up to date alongside ensuring filing of risk assessments and tech riders are organised.



- Ensure the theatre is prepared properly for those hiring or using them and take on a wider responsibility with companies by responding to tech questions and tech riders when leading on a show or event.
- Attend Next 7 Days meetings with Bookings, Tech, Front of House and Gallery colleagues, communicating tech information for incoming shows with support from Digital and Technical Manager.
- To work closely with the Front of House team to ensure a high level of customer service across all events including AV support.
- To work with the Exhibitions and Workshops Manager to support any technical aspects of installs and de-installs when available.
- Work with other members of the OFS team, when able, to ensure that other spaces, like the gallery and café are prepared properly for use by those hiring or using them.
- To support the inclusion of volunteers, Crisis Members and Oxford Brookes University students on technical aspects of theatre, when required.
- In conjunction with the Digital and Technical Manager and Front of House team, share responsibility for lock-up procedures and security in the building.
- To undertake any other duties or relevant training to this post as required by the organisation.
- To undertake wider administration for the organisation, as and when required.

Selection Criteria

If you have all or most of these, please apply:

- Experience in managing incoming shows in a venue, liaising with the company for technical requirements, offer companies alternative solutions for sound or lighting design to fit venue needs
- Demonstrate good knowledge and experience of technical theatre (e.g. lighting, sound, video)
- An understanding of ETC Ion Lighting desk, digital sound desk (Soundcraft SI Compact), and Blackmagic Atem Mini Pro streaming service
- Ability to use CAD programs like LXFree, Vectorworks or AutoCAD
- An Electrical/City and Guilds Qualification or Technical Theatre Qualification
- Qualifications in Working at Height, Manual Handling, Stage Electrics, First Aid, Fire Marshall and/or Health and Safety
- Experience based skills and/or basic qualifications in appropriate areas, in particular technical theatre work, electrics and/or theatre maintenance (PAT)
- Ability to interpret technical riders, plans and designs as well as risk assessments
- Experience in supervising people on duty, in a production setting or as part of a team
- An ability to work under pressure and multi-task, in an organised and tidy manner when carrying out technical work.
- An ability to both follow instructions, as well as work using your own initiative and without supervision
- Excellent communication skills (verbal and written), with good Microsoft Office skills and experience
- The ability to work evenings and weekends
- A working understanding of, and commitment to, equal opportunities, in particular with regards to working with vulnerable adults.

Working at the Old Fire Station

- This contract is offered at either 29 hours or 37 hours (4 or 5 days) a week
- This post involves regular evening work and regular Saturday and Sunday working.
- The post is subject to a six-month probationary period
- As an equal opportunity employer, we recognise the diversity shortcomings of our industry and are committed to driving change and supporting employees to provide an inclusive workplace
- We expect staff to have a commitment to unlearning discrimination in order to become a more inclusive organisation
- We recognise the major impact that climate change is having on our world. We work as an organisation and with partners in the city towards a low-carbon sustainable Oxford. All staff are expected to share this responsibility and support this work
- All staff are expected to be able to support and supervise volunteers and trainees on placements, including Crisis members as part of our Training Scheme
- The Old Fire Station requires an open, creative and flexible approach to the work. This job description is a guide to the nature of the work required. It is not fully comprehensive or restrictive. This job description will be reviewed with the post-holder annually
- The post-holder will be expected to carry out the duties of this post in line with the Old Fire Station's policies and procedures and in line with all relevant insurance, legal, health and safety obligations



How to apply and what to include

Applications received

To apply, send us your CV and complete the application form, which you can download from our website.

We also accept audio or video applications.

If you require a printed copy of the application form, please email recruitment@oldfirestation.org.uk or call 01865 294608.

We recommend the software Speechify for reading aloud the job description and application forms.

Please email your application to recruitment@oldfirestation.org.uk by **10am on Wednesday 10th January 2024**

Interviews

Interviews the week commencing **Monday 22nd January 2024**

If you are invited to interview, we will confirm beforehand who you will meet on each panel.

What should I include in my application?

What has led you to apply?

What excites you about working with us?

What experience and skills do you bring?

What training and support would you need in the role?

Anything else you think we need to know about you.

Still have questions?

Please email rachel.luff@oldfirestation.org.uk, Digital and Technical Manager

We think it is important to hire people from a wide variety of backgrounds, representative of our society, not just because it is the right thing to do, but because it makes us stronger as a team. We welcome and encourage applications from individuals with lived experience of discrimination and disadvantage due to class, disability, ethnicity, gender identity and expression, neurodivergence, race and sexual orientation. Please tell us if you have this lived experience in your application. Based on this, if you meet the selection criteria, we are committed to offering you an interview.

We are keen to learn more about the barriers to inclusion and it would be really helpful if you could also fill in our [demographics monitoring form](#). This is anonymous and is for us to assess how well we are doing in terms of attracting applications from people who experience discrimination.

