



CUMBERNAULD THEATRE TRUST
Theatre Technician
RECRUITMENT PACK & JOB OUTLINE

CUMBERNAULD THEATRE TRUST (CTT)

Theatre Technician

RECRUITMENT PACK & JOB OUTLINE

Background information

Cumbernauld Theatre seeks a Theatre Technician to join our vibrant team at Lanternhouse, the brand-new performing arts venue in Cumbernauld. At this time we are looking for candidates with a bias towards lighting.

Cumbernauld's new cultural home for theatre, cinema, music, comedy and dance offers state of the art facilities alongside performing arts classes and community creative learning projects. With a 270-seat main auditorium, 100 seat studio theatre, 80 seat cinema and dance studio this is an exciting opportunity to help us to build and enhance Cumbernauld Theatre Trust's relationships with organisations and individuals living and working in the Cumbernauld area and to further cement the new arts venue as a cultural hub for the whole community.

Our Vision

Cumbernauld Theatre: Uniting Through Sustainable Arts for Positive Change in Scotland

Cumbernauld Theatre creates meaningful opportunities for artists, audiences and participants to connect, exploring the power of the arts to enrich and transform all our lives, enabling a life-long creative journey for individuals, families and groups from across all our communities.

Our Values

We will be proactive agents of change, showing clear community leadership, working in partnership, advocating for the transformative power of arts, with an environmentally responsible operating plan delivering a sustainable social enterprise led cultural hub with long-term resilience.

Cumbernauld Theatre's team uphold and promote a set of core values that reflect how we can perform at our best to deliver against the company's commitment to high quality artistic practices and programming that promote social inclusion, broaden perspectives, and foster empathy, while also prioritising local participation and collaboration to make a positive impact on the community.

- **Artistic excellence:** striving for the highest quality in all artistic and creative endeavours.
- **Community engagement:** placing a high value on local participation, understanding the community's preferences, and evaluating participant experiences.

- **Inclusivity:** ensuring that all members of the community feel welcome and represented in the company's activities.
- **Collaboration:** actively working with various network groups and agencies of influence to identify community priorities and make communities better places to live.
- **Innovation:** embracing new approaches and delivery models to enhance the quality of artistic and creative experiences.
- **Empowerment:** using cultural-led community development as a means to transform communities and improve people's lives.
- **Sustainable Leadership:** Taking proactive responsibility, individually and as a team for reducing our environmental impact and inspiring others in the creative sector to prioritise sustainability.

Our Behaviours

The culture of Cumbernauld Theatre is shaped by the following behaviours:

- **Adaptability and resilience:** Being responsive, adaptable, and resilient in the face of change and challenge.
- **Collaboration and teamwork:** Having strong communication skills, working with colleagues to enable the progress of key tasks, and being able to work with others to achieve shared goals.
- **Trust and respect:** Trusting and respecting colleagues' skills, being dependable and reliable, and being empowered within your role.
- **Creativity and learning:** Embracing change, exploring options, and allowing projects to develop organically. Striving for excellence and being dedicated to achieving results. Continually learning, researching, and finding out new information.
- **Care and passion:** Being mindful of our impact on others, maintaining a positive attitude, and caring about what we do. Being passionate about the arts, having energy, and being dedicated to enhancing the community's cultural experiences.
- **Environmentally Responsible:** taking every step individually and when we work as a team to reduce our environmental impact in relation to all aspects of our work, seeking out sustainable approaches and encouraging others to do the same.

About Us

Cumbernauld Theatre is a performing arts charity that produces and presents theatre, music, dance and comedy for the community of Cumbernauld and North Lanarkshire.

From our new home based on the Cumbernauld Academy Campus, Cumbernauld, we deliver an all engaging and inclusive professional programme for the entertainment, enjoyment and enrichment of our diverse community.

We believe our work has transformative and empowering potential. Working at the heart of our community we are building creativity, broadening perspectives, supporting community cohesion, enhancing life experiences and investing in performance arts skills development for a creative, innovative, fairer Scotland.

The new arts venue will be a vibrant centre for inclusive community creativity and Cumbernauld's new cultural home for theatre, cinema, music, comedy and dance and get-togethers in our welcoming café/bar.

CUMBERNAULD THEATRE TRUST
Theatre Technician
JOB OUTLINE

Post Title:	Theatre Technician
Reports to:	Technical and Production Manager
Direct reports:	None
Location:	Cumbernauld Theatre at Lanternhouse, Cumbernauld
Pay Grade:	£25,000
Contracted Minimum Hours:	35 per week any 5 days over 7 Due to the nature of this post, a great deal of flexibility to actual working hours will be required; and evening and weekend duties will be required, as necessary.
Contract Type:	Permanent

Job Purpose and Scope

Cumbernauld Theatre is a community-engaged producing theatre and multi-artform creative organisation.

It operates for the benefit of the diverse communities around Cumbernauld and creatively develops an artistically challenging programme consisting of:

- Produced and co-produced professional theatre

- Diverse visiting company programme
- Artist development programme
- Community and young people's participatory projects
- Creative learning events and projects
- Visiting / emerging supporting programme of Theatre Company Residencies

The principal role of the Theatre Technician is to assist the Technical and Production Manager to provide technical support for all performance and film events in Lanternhouse, across all of the venues performance spaces and ensure the efficient running of the technical department, to provide a safe, tidy and welcoming, working environment within the building for all users including our own staff, in-house production and visiting company members, all community hire users and audiences.

The post holder should have a passion for Theatre and Performance arts and is expected to be committed to our vision and values, supporting our ambitions for artistic excellence in the delivery of our artistic programme, and to be an advocate for the valuable role that Cumbernauld Theatre plays as a cultural leader in North Lanarkshire and beyond.

Main Duties and Responsibilities

- Utilise specialist expertise in Sound, Lights, AV, and Stagecraft, to deliver requirements of all Cumbernauld Theatre events.
- Ensure that all performance spaces are prepared and ready to receive productions
- To rig equipment as necessary and work at height when needed, in line with safety protocols. Regularly inspect and maintain equipment and report any maintenance concerns.
- To welcome visiting companies, assisting with all get-ins, technical duties - rigging, focusing, plotting etc., basic stage work, program and operate lighting (ETC eos family), sound or AV when required and assisting with get-outs.
- To ensure visiting companies are aware of:
 - Fire-exits & fire procedures
 - Security
 - Health & Safety – first-aid facilities, safe working practices etc.
 - Key Staff in the building – eg. Operations Director, FOH Manager, Customer Services Manager, Creative Producer.
- To attend meetings with the Technical and Production Manager to:
 - Discuss forthcoming events and evaluate past events
 - Discuss ideas to improve the efficiency and working environment of the department
 - Organise a schedule of regular maintenance and record keeping for all equipment
- To liaise with the Technical and Production Manager on the technical and stage requirements of in-house and visiting productions.

- To oversee the recording, archiving and digital production and presentation of new work made by Cumbernauld theatre.
- To assist with the design on new work made in-house (LX/Sound/AV/Design).
- To assist in organising proper storage and maintaining the stage and technical equipment in safe working condition in accordance with the current Health and Safety regulations - notifying the Technical and Production Manager of faulty or damaged equipment. This includes annual maintenance (PAT).
- To assist in organising props, wardrobe, workshop and in the lending out and receipt of borrowed items from stock.
- To be responsible for assisting in the hiring and /or borrowing of necessary technical equipment for in-house productions and for its safe and prompt return.
- Key holding – on occasion, responsible for checking and locking up the venue and backstage areas at the end of the working day and ensure security is robust.
- To ensure all fire escapes are clear at all times. Also that the fire alarms within the theatre are isolated when necessary.
- To report through appropriate channels of communication issues and repairs needed for the maintenance of the building.
- Assist in risk assessments for the production and technical elements of each event and general risk assessments for specific areas of work within the technical department. To see that risk assessments are adhered to and good working practice is used by all.
- To lead other technicians when necessary.
- To keep technical areas clean and tidy, ensuring a safe practical working environment for all users of the venue
- To assist with the construction and deconstructing, loading and unloading of Set, props, and equipment in line with schedules provided.
- Be proactive in promoting the venue, its programme and facilities and the work of CTT.
- To carry out any other such duties as may be required by the company.
- To continue to undertake professional development training.
- Any reasonable duties as required.

Person Specification

Essential

Qualifications and Training

- Relevant Technical Theatre qualification or equivalent.
- Relevant professional experience within an arts venue

- Manual Handling
- Working at Height
- H&S – IOSH or similar

Knowledge and Experience

- At least 2 years working within a Technical Department of a receiving or producing professional venue
- An in-depth knowledge of, and ability to, operate and effectively maintain technical equipment to include stage lighting, sound systems, AV, video and streaming technologies, and rigging.
- A strong focus on safety and be familiar with health and safety regulations and procedures within a theatrical setting, ensuring that all equipment and systems are operated and maintained in a safe manner.
- Excellent understanding of Microsoft and Apple Operating Systems
- Understanding of good customer care practice
- Have a meticulous eye for detail and be able to work with precision and accuracy, ensuring that all technical aspects of a performance are executed flawlessly.

Aptitudes and Skills

- Ability to think creatively outside the box and generate imaginative and innovative solutions to technical challenges.
- A self-motivated team player, with an outgoing and enthusiastic personality, able to work under pressure and to tight deadlines with patience and good humour.
- Ability to plan and think on your feet. Should be able to identify and resolve technical issues quickly and efficiently, using their technical expertise and problem-solving skills.
- Ability to multi-task in a fast-paced cultural environment
- Excellent organisational skills with the ability to plan and manage task time.
- Excellent communication skills, being able to communicate effectively with all members of the production team and provide clear instructions and guidance.
- IT skills especially in Word, Excel, MS Teams
- Capacity and willingness to learn

Personal Qualities

- A strong commitment to making a positive difference to the community
- A commitment to working towards achieving CTT's vision and working within our values and ethos.
- Professional in their approach, demonstrating a strong work ethic and a commitment to excellence in their work.
- Ability to develop effective professional relationships, working collaboratively with other members of the production team, including directors, designers, actors, and other technicians, both internally and externally
- Ability to represent the organisation professionally and confidently
- Ability to remain calm, respond to crisis, work well under pressure be able to adapt to changing circumstances, especially in high-pressure situations such as technical rehearsals and performances.
- Consistently honest and trustworthy in approach
- Friendly, approachable and engaging
- Drive and determination to complete a task on time.
- A commitment to personal and professional development.
- Have a flexible approach to work

Desirable

Qualifications and Training

- Driving licence or commitment to passing your test
- ETC training
- IPAF
- PASMA

Knowledge

- Familiarity with the contemporary theatre and performing arts sector
- Knowledge of the Third Sector
- Familiarity with Cumbernauld and the community we serve

Experience

- Experience of rigging and flying
- Experience of working with professional cinema equipment
- Working knowledge of Dante
- Knowledge and experience of programming QLab
- Specialism in lighting or carpentry
- Workshop and scenic experience
- Experience working with community groups

Aptitudes and Skills

- Stage Management

Personal Qualities

- Interest in Theatre and Performing Arts

Other Essential Information

The post-holder will be required to pass a

- Standard Disclosure Scotland background check

Terms & Conditions

Title of Post: Theatre Technician

Salary: £25,000

Hours: Full-time hours are 35 hours per week (exclusive of meal breaks) any 5 days out of 7, to include evening and weekends. Additional hours during busy periods may be necessary to fulfil the requirements of the role. No additional salary will be paid for weeks that require additional hours, however time off in lieu for extra hours worked will be given wherever reasonably possible. These must be authorised in advance.

Contract: Permanent, full-time, with a three-month probationary period.

Holiday entitlement: 25 days per annum (increases to 30 days on completion of five years' service) plus 9 Public holidays, 4 of which are fixed and 5 that can be taken flexibly by mutual agreement.

<u>Pension:</u>	CTT operates an auto enrolment scheme to which both employee and CTT will make monthly contributions. The employee has the option to opt out of the scheme if preferred.
<u>Right to Work:</u>	The successful applicant will be required to provide documentation under the Immigration, Asylum and Nationality Act 2006
<u>References:</u>	Offers of Employment are subject to the receipt of references that are satisfactory to CTT.
<u>Additional Benefits:</u>	A staff discount scheme applies to all employees for cinema, performances and the café.
<u>Notice period:</u>	1 Month
<u>Location:</u>	Lanternhouse, Cumbernauld Academy Campus, Kildrum Road, Cumbernauld
<u>Note:</u>	This role includes working at height and manual handling. The job description is a guide to the nature of the work required for this position and is neither wholly comprehensive nor restrictive.

Application Procedure

We strongly encourage people with disabilities and people who are from ethnically or culturally diverse backgrounds to apply as CTT is keen for the team and its work to be informed and representative of the diverse community it serves.

Please send the completed application form by email or post, together with a covering letter to:

Amanda Young
Operations Director
Cumbernauld Theatre Trust
Lanternhouse
South Kildrum Ring Road
Cumbernauld
North Lanarkshire
G67 2UF

Email: recruitment@cumbernauldtheatre.co.uk

Please mark in the email subject:

Application for Theatre Technician

Closing Date for Applications: Midnight, Sunday 10th September 2023

Interviews will take place via Zoom: Week beginning Monday 11th September 2023

Start Date: As soon as possible thereafter.

lanternhousearts.org | info@cumbernauldtheatre.co.uk

Cumbernauld Theatre Trust Ltd is a Registered Company limited by guarantee
No: SC066490