



Hello,

Thank you for your interest in the role of Theatre and Venue Technician at The Yard Theatre.

Please read all the information provided in this pack. To apply, please complete this application form online here <https://forms.gle/xFFGCKFve39QVywUA>. Please do not submit a CV.

If you have any questions about the role, or if you require the forms in a different format, please don't hesitate to contact us at recruitment@theyardtheatre.co.uk or by calling 020 3111 0570.

Applications must be received no later than **5pm, Wednesday 26 June**

Provisional interview dates are **Wednesday 3 and Thursday 4 July**

We look forward to reading your application.

Warm wishes,

James Dawson
Technical Manager

ABOUT THE YARD

In 2011 a group of volunteers, led by Jay Miller, converted a disused warehouse in Hackney Wick into a theatre, bar and kitchen. We called it The Yard. Due to be here for 3 months, we are still here 8 years later and, as recognition of our success, in 2018 The Yard joined the Arts Council's National Portfolio.

Theatre

The Yard provides a safe space for artists to grow new ideas, and for audiences to access outstanding new work. A multi-award winning theatre and described as *"the most important theatre in east London"* (Time Out), The Yard is committed to:

- Discovering and developing new artists.
- Exposing stories from the edges of society.
- Interrogating the process of writing for performance.

In an area buzzing with artists and potential, The Yard has rapidly established itself as a theatrical necessity, with a reputation for upending theatrical tradition and, injecting creativity and fearlessness into wider contemporary culture. We've supported artists to produce ambitious new work that communicates contemporary, unheard stories and ideas in new, innovative theatrical forms. Producing bold, politically-charged, unapologetically live new work, our success has led to two transfers to the National Theatre, international tours and partnerships with theatres including the Royal Court and Young Vic. Through our ability to identify artists and inspire new work, The Yard has become a leader in the future of theatre.

***"It's a beacon of exciting, progressive new work in theatre-poor east London and a real model for what a theatre can and should be in the twenty-first century"* Time Out**

Music and Events

The Yard is one of London's most diverse and exciting venues for experiencing new music. We provide a safe, welcoming, open space and platform for events that are organised by and for under-represented groups in London's cultural landscape. Working with nationally-renowned and new collectives, we host over 100 music events each year which fill our bar with people dancing until the early hours.

***"Hackney Wick's current go-to spot"* Time Out**

We're proud to currently collaborate and host a diverse range of promoters, parties and organisations, including Inferno, Beauty & The Beat, Knickerbocker, Pride of Arabia, Brainchild, inner u, BBC AZN Network and more. Alongside our late-night programme, we also host a range of events and hires, including film festivals, contemporary dance, comedy shows and concerts.

Local

Bordering Tower Hamlets and Hackney, and next to the Olympic Park, The Yard is in a rapidly changing part of the UK. We are a key part of the fabric of Hackney Wick, a recognised and respected grassroots venue that has grown with the community since 2011. Our local programme focuses on ensuring young people have access to the arts, and using our spaces to bring local residents together. We aim to deliver a civic service as a theatre, build community cohesion and ensure The Yard is representative of our diverse locale.

We run a community centre, Hub67, from which we deliver innovative, creative activity for local residents, with a focus on children and young people. Each week we welcome over 80 local people through the doors of Hub67 to take part in high-quality, meaningful activity. We have just opened The Hall, a second community space in East Village. This space serves the local residents of E20, providing a hireable venue for events and meetings, a space for participatory activity, workshops and classes, and a place for the community to come together.

The Yard Theatre, Unit 2a Queen's Yard, White Post Lane, London, E9 5EN

www.theyardtheatre.co.uk

A Registered Charity: 1144028

VAT Registered: 202970724

A Registered Company: 7664276

THEATRE & VENUE TECHNICIAN **JOB DESCRIPTION**

We are looking for a Theatre & Venue Technician to play a vital role in the delivery of The Yard's programme:

- Theatre productions
- Music and events programme
- Local programme

The Theatre & Venue Technician will develop close working relationships and maintain strong communications with The Yard team and collaborators to ensure the best experience for all on our productions and events and excellent technical provision for staff, collaborators and audiences.

Working with the Technical Manager, the Theatre & Venue Technician will maintain and improve our technical provision and manage a team of casual technicians, offering excellent technical knowledge to creative teams and collaborators.

This person will identify creative solutions to facilitate artists' visions and will lead get-ins and get-outs for productions, ensuring appropriate safety levels.

Our unique warehouse auditorium, bar & music venue, and community centres, Hub67 and The Hall, require excellent venue management skills. Working closely with the Operations Manager and the Technical Manager, the ideal candidate will maintain and improve all of The Yard's venues to ensure they are beautiful, comfortable, and safe.

Following our acclaimed productions of *The Crucible* and *Armadillo*, this is an exciting period for The Yard, and our team is core to our ambitious plans to innovate, building a reputation for producing outstanding new work, and continuing to be a leading force within British theatre. This is the perfect role for someone who wants to gain experience of working in a producing theatre, and as part of a dynamic, and ambitious arts organisation.

Job Details

Responsible to:	Technical Manager
Responsible for:	Casual Technicians
Key relationships:	Technical Manager, Operations Manager, Stage Managers, Production Managers, Artistic Director, Theatre Producer, Music and Events Producer, Local Producer, Venue Team
Contract terms:	Part time, permanent contract, subject to 3 month probation.
Hours:	36 hours per week. Minimum 2 evening shifts when in show weeks and weekend work will be required to accommodate show schedules as necessary, during get-in/get-out being the in-house support.
Working conditions:	The post-holder will occasionally be required to perform physically demanding duties, in line with appropriate risk assessments and provision of PPE.
Salary:	£19,000-£23,000
Annual Leave:	20 days per annum plus statutory holidays.
Start date:	Mid-July/Early August 2019.

Benefits

- Training and development opportunities.
- Personal complimentary ticket for all performances and events at The Yard, as well as one complimentary ticket for a guest (all members of the team are encouraged to contribute to the artistic life of the venue).
- Staff discount at The Yard bar and kitchen.
- Pension: as part of auto-enrolment you may be eligible for The People's Pension.

The Yard Theatre, Unit 2a Queen's Yard, White Post Lane, London, E9 5EN

www.theyardtheatre.co.uk

A Registered Charity: 1144028

VAT Registered: 202970724

A Registered Company: 7664276

Equal Opportunities

The Yard is an equal opportunities employer. We're working hard to make sure all aspects of our theatre are representative of the world we live in. We are also committed to meeting all access requirements; just let us know what you need.

KEY RESPONSIBILITIES

Technical:

- Through creative problem-solving, information sharing, strong communication and relationships with the technical team, programme teams, and external collaborators, deliver The Yard's programme to the best possible standard.
- Provide support and guidance to visiting artists and other collaborators to ensure their work is presented to a high standard. Attend production meetings, rehearsals, get-ins, get-outs and performances as required.
- Support the Technical Manager with the technical requirements of Production Managers and Designers as far as possible within the parameters of production budget, time constraints, and health & safety considerations.
- Lead the planning and delivery of maintenance of The Yard's technical equipment, keeping within schedule and budgets, ensuring up-to-date service records and manuals are kept.
- Manage the consumables budget and ensure stocks are kept at optimum levels to support the programme.
- Lead on the effective provisioning of technical aspects of the weekly Music & Events programme.
- Manage the effective rota'ing of the technical department within budgets for casual technicians
- Support the Technical Manager with hiring of an excellent casual technical team, and lead their training & development to ensure effective support of The Yard's programme
- Support the implementation of CDM regulations as they apply to theatre get-ins and get-outs.
- Ensure Duty Technician shifts are carried out effectively by ensuring effective inductions and setting out clear duties for each shift.
- Lead on ensuring all The Yard's programme have appropriate risk assessments in place for activity, working with the Technical Manager to review and feedback on the effective management of larger risks where necessary.

Health & Safety

- Promote safe working with all technical equipment, and support on the implementation of CDM regulations as they apply to theatre get-ins and get-outs.
- Ensure all rigging activities are carried out in a suitable manner.
- Lead casual teams to ensure compliance with company policies and safety procedures.
- Support the regular review of building risk assessments implementing reducing measures as appropriate.

Venue

- Work with the Operations Manager to drive weekly maintenance and upkeep of The Yard's venues, to ensure they are beautiful, comfortable, and safe for all.
- Actively feed into and drive The Yard's Environmental Sustainability Policy and Action Plan, securing a sustainable future for The Yard's programme.
- Ensure appropriate measures are in place to maintain security of The Yard's venues.
- Conduct maintenance work on all The Yard's spaces, where necessary, and in consultation with the Technical Manager.
- To ensure the public areas of The Yard, Hub67 and The Hall are in a safe and presentable condition at all times.
- Lead on ensuring the key-holders have the required keys. And Stock of keys are maintained

- Support the Technical Manager and Operations Manager to drive improvement plans in The Yard's venues.

General

- Use creativity to find solutions to unforeseen challenges in our theatre, music and local programmes, always delivering an excellent result for the team involved.
- Attend weekly company meetings to share and hear news and developments.
- Act as an ambassador for The Yard by sharing the enthusiasm and passion the organisation represents.
- Comply with The Yard's policies including Equality, Diversity & Inclusion, Health & Safety, Fire, Safeguarding, and other policies that are included within the Organisation Handbook.
- Support colleagues at all times and be prepared to take on any other reasonable duty, as required, to ensure the organisation always performs at its best.
- To take an active role in your continuing professional development, identifying relevant training and opportunities.
- Be a designated key-holder for The Yard's spaces.

PERSON SPECIFICATION

Essential Skills and Experience

- At least 6months- 1 years relevant experience in technical theatre or venue maintenance
- Experience of collaborating with artists.
- Experience of budget management.
- Knowledge of rigging, operating and maintaining theatrical and music lighting, sound, and AV equipment and maintenance of this equipment
- Good knowledge of Health and Safety and Fire regulations and experience of carrying out risk assessments
- Good creative problem solving skills
- Excellent verbal and written communication skills
- Good planning and organisational skills
- The ability to manage time and prioritise workload – both individually and within a team
- IT competency, specifically Excel, Outlook and AutoCAD (or similar)

Desirable Skills and Experience

- Experience of using ETC lighting consoles
- Experience of Yamaha digital mixers
- Experience of building maintenance and working with electricians
- Experience of technical maintenance
- PAT Testing certificate
- First Aid qualification
- ABBT- Electrical fundamental certificate
- ABBT- Safe use of temporary access equipment

Working style and Interests

- Self-starting, motivated and enthusiastic approach to work, with an ability to organise and prioritise a demanding workload, working effectively with minimal supervision.
- An interest in, and understanding of, contemporary culture, theatre, and community arts.
- A willingness to work flexible hours, including evenings and weekends.
- A willingness to contribute wholeheartedly to the efforts of The Yard team.

**This is a guide to the role of the Theatre and Venue Technician.
Responsibilities are likely to evolve with the post-holder.**

The Yard Theatre, Unit 2a Queen's Yard, White Post Lane, London, E9 5EN

www.theyardtheatre.co.uk

A Registered Charity: 1144028

VAT Registered: 202970724

A Registered Company: 7664276