



Welcome, and thanks so much for your interest!

We're excited to be recruiting for the role of **Production Technician** on a fixed term Equity contract, Friday 21 January 2022 to Wednesday 23 March 2022

We believe our organisation is most successful when made up of a team with a diversity of backgrounds, experiences, and ideas. Therefore, we are especially keen to hear from candidates who are deaf, neurodiverse and Disabled, and/or are Black or from the global majority.

This pack is designed to give you all the information you need, but if there's anything that you're unsure of, please don't hesitate to contact The Yard's Finance and HR Manager, Susie. You can do this either by email at [susie@theyardtheatre.co.uk](mailto:susie@theyardtheatre.co.uk) or by phone on 07391 030 934 weekdays between 10am and 6pm, and she will be happy to talk anything through with you.

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## ABOUT THE YARD

**On our stage** we produce a wide range of highly-acclaimed shows, including the fierce coming of age fencing battle, *Athena*. We also recently co-produced the hit *SAMSKARA*, an explosive fusion of physical theatre, hip-hop dance and text. It sees four generations of black men trying to understand themselves in a world which tells them they have to be strong.

**In our bar** we work with some of London's most exciting collectives, promoters and artists to host and create performances, events and club nights, creating shared experiences until the early hours. Hosting parties such as *Inferno*, *Pride of Arabia*, *Misery*, *Beauty & The Beat*, and both regular and one-off events, our programme reflects the best of London's nightlife. Plus our latest **Night Drafts** programme is supporting promoters, musicians, artists, producers to start their own night time events at The Yard, to reach new audiences and build more resilient careers in nightlife.

**In our community centres** we host and support a programme of events and activities for local residents, including running a food bank, after-school art clubs and accessibly priced yoga. Plus every week we support 100 young people aged 4-19 to create extraordinary theatre in our free Yard Young Artists programme.

**We identify and support artists who have a voice we haven't heard before.** We've launched the careers of a number of artists who have gone on to be a major influence in wider culture, from dance company Project O (*Voodoo*, Sadler's Wells), to writer/performer Michaela Coel (*I May Destroy You*), to writer/director Alex Zeldin (*Love*, National Theatre).

**In the next few years at The Yard** we will build and move into a permanent new home in Queens Yard, Hackney Wick, with a larger capacity and the space to bring our programme together under one roof, with new facilities to better support artists and welcome audiences.

## **COMMITMENT TO ANTI-RACISM**

The Yard is doing ongoing work related to anti-racism, to make our organisation better for our artists, employees and audiences who experience racism. For more information about this, please see our latest public update [here](#). If you would like to hear more about the Yard's work on anti-racism in advance of applying for this role, we can set up a conversation with Sam Hansford, our Executive Director. To do so, please contact [recruitment@theyardtheatre.co.uk](mailto:recruitment@theyardtheatre.co.uk) and mark it for his attention.

## **ACCESSIBILITY**

We are Disability Confident Committed, and are striving to remove disabling barriers across our organisation. Huge thanks to Real, the Disabled People's Organisation in Tower Hamlets, who are helping us.

Our staff have working space at our two community centres, Hub67 (E9 5HA) where the nearest station is Hackney Wick, and the Hall (E9 5EN) where the nearest station is Stratford International. Both stations have step free access, as do local buses. Hub67 is fully wheelchair accessible and also has a car parking space available at the front of it. The Hall has step free access.

We want you to have every opportunity to shine in our recruitment process, so please let us know if you have Disability access requirements, or if there is anything that we can do to make sure that it's a process that works for you. We are open to making reasonable adjustments, for example providing this pack in other formats, providing support to complete an application, and supporting Access to Work applications. Just contact Susie, our Finance and HR Manager by email at [susie@theyardtheatre.co.uk](mailto:susie@theyardtheatre.co.uk) or by phone on 07391 030 934, weekdays between 10am and 6pm.

Disabled People can also opt into our guaranteed interview scheme in the application form. With this, we guarantee an interview to up to five Disabled candidates who score the highest against our Person Specification.

## **PERSON SPECIFICATION**

The 'Essential' criteria is our focus for shortlisting and is the minimum criteria we use to assess those eligible for our Guaranteed Interview Scheme.

If the statements below describe you, then we'd love to hear from you.

### **Essential**

- I have experience of Technical Theatre environments and building productions, working alongside a Stage Management team.
- I have knowledge of how to programme and operate on an ETC ION and QLab4 (sound and video), and I have knowledge of digital sound mixers.
- I have experience in the rigging and focusing of lighting in a theatre environment.
- I have a general knowledge of Technical Standards for Places of Entertainment.
- I have experience liaising with a Production Manager while managing a set get-out

## **ROLE OUTLINE**

We are looking for a Production Technician to help us prepare for and deliver our next in-house production, *An Unfinished Man*, which runs from Saturday 12 February 2022 to Saturday 12 March 2022.

This role will work on the build of the production, and provide crucial technical support during tech/previews week. They will then be the dedicated duty technician for every performance of the show, before working on the get-out after the production closes. The role will lead on any technical issues that come out of tech or performances, troubleshooting and fixing when needed, to ensure subsequent performances are not affected.

The role will also help set up some events in our bar working alongside The Yard's Production Coordinator. There may be some additional technical maintenance duties which arise during the engagement.

## **Job Details**

Responsible to:	Theatre Producer.
Key relationships:	Production Coordinator, Operations Manager, Senior Producer, Theatre Producer, freelance Production Manager and freelance creative/production teams.
Fee:	£530 per week. The Yard has a House Agreement with Equity based on the UK Theatre/Equity agreement, and holiday pay and any overtime payments will be paid in accordance with this.
Employment Period:	Fixed term Equity contract, 21 January 2022 to 23 March 2022.
Hours:	Hours will vary according to the production schedule but are expected to be full time. You are expected to work 6 days a week whilst the show is on. Sundays are designated rest days.
Annual Leave:	This role is expected to take the week commencing 31 January 2022 as paid leave
Start Date:	21 January 2022.

## **Benefits**

- Pension: as part of auto-enrolment you may be eligible for The People's Pension.
- Complimentary ticket for all performances.
- Discounted meals and drinks from The Yard bar.

## **KEY RESPONSIBILITIES**

The Production Technician will:

- Be the main technician for the production after previews.
- Troubleshoot issues as they come.
- Purchase any replacement technical consumables if and when needed, with a Credit Card provided by The Yard.
- Work at height when required.
- Be on hand to help with any Qlab programming.
- Be on Hand to help with any EOS programming.
- Rig lighting and sound when needed.
- Work with the show's Production Manager and/or Production Carpenter to build the set.
- Work closely with the schedule for the build and tech week.
- Be the designated Duty Tech for the entirety of the run of the production.
- Solve technical problems if issues arise.
- Work with the Production Coordinator to set up events in the bar during the run of the production.
- Help troubleshoot a bar sound system when required.

## **THE APPLICATION PROCESS**

### **To apply**

Please fill in this [Google application form](#). In the form, you will be asked to;

1. Upload your CV in PDF, Word, or audio format (you will need a Google account to do so: if you have any trouble with this task, please get in touch with Susie on [susie@theyardtheatre.co.uk](mailto:susie@theyardtheatre.co.uk))
2. Let us know if you would like to be part of our Guaranteed Interview Scheme for Disabled People.
3. Let us know if you need access support during the application process.
4. Let us know if there are other barriers you might face during the application process.

Applications must be received no later than **12pm, Tuesday 11th January 2022.**

## **The Selection Process**

- At least two people will read every CV. It will be scored against the Person Specification Essential Criteria.
- The readers of the applications will then decide who to invite to interview, based on the scores.
- As outlined in our Access section, we guarantee an interview to up to five Disabled candidates who score the highest against the essential criteria in the Person Specification.

## **The Interview Process**

- We expect the interview to take place via phone call on **Thursday 13th January 2022.**
- The interview will be with James Dawson, the Yard's Technical Manager.