



# TECHNICAL SUPPORT RECRUITMENT PACK

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We have an exciting opportunity for a committed, enthusiastic and versatile technician to join Little Angel Theatre's production team.

It offers the right candidate the chance to grow and develop their technical skills in a busy and ambitious producing and receiving venue, as well as supporting our touring work.

The successful candidate will work closely with both visiting and in-house companies to provide high quality, all-round technical and administrative support.

# OVERVIEW

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<b>Reports to:</b>	Technical Manager
<b>Commencement Date:</b>	Late September 2017
<b>Salary:</b>	£18,000 (employed PAYE status)
<b>Holiday:</b>	26 days per annum
<b>Hours:</b>	This is a full time post of 35 hours per week. Regular hours will be 10am-6pm Monday-Friday but the nature of the job will require the postholder to work in excess of these hours and on non-standard work days. Overtime is not paid but time off in lieu will be given.

## CORE DUTIES

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The Technical Support role is responsible for assisting with the coordination of all aspects of theatre productions, assisting with the maintenance of theatre infrastructure and equipment, and all aspects of acting as a receiving house venue.

### Production

- Assisting the Technical Manager with all in-house productions
- Assisting and supporting the Touring Manager with touring productions
- Produce production schedules, in liaison with the Producer and Technical Manager
- Minute production meetings and distribute to relevant departments
- Preparation of rehearsal spaces for productions
- Attend get-ins and get-outs at Little Angel Theatre, Little Angel Studios, rehearsal rooms and touring venues as necessary.
- Supporting maintenance of Set, Puppets and Props as required
- Supporting show turn arounds

### Administration

- To make an archive video recording of every production.
- Coordination of the technical needs of education and participatory projects within the in-house programme
- Stock check and inventories of consumables
- Take an active role in ensuring that LAT's health and safety policy is adhered to throughout the organisation
- Ensure that appropriate risk assessments for each production are written for productions and creative learning events, in liaison with the Technical Manager
- Ensure all theatre lighting, sound and other staging equipment is in good working order, and coordinate any necessary safety work to be carried out
- Coordinate MOT, servicing and ensure it's in suitable condition for touring and regular use

The job description is subject to annual review.

The post-holder will be required to undertake a check through the Disclosure and Barring Service.

# PERSON SPECIFICATION

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Little Angel make work for a wide ranging family audience. All staff members are expected to represent the company with a friendly and approachable manner at all times

## Essential

- Relevant experience working in a professional theatre technical department or similar
- Full UK driving licence
- An understanding of theatre electrics including the rigging of stage lighting
- To have strong IT skills in both PC and Mac systems
- Able to lead and manage small teams of freelance staff
- Able to take and act upon instructions within a given time frame and in a busy working environment
- Excellent team worker, with ability to use own initiative to analyse situations and solve problems
- Professional approach with excellent communication and interpersonal skills
- Reliable, with a flexible and pro-active attitude
- Passion for the performing arts, particularly for a family audience
- Proven ability to effectively work in a multi-tasking environment
- Practical experience in equipment and theatre maintenance
- Ability to prioritise and work under pressure
- Willingness to work flexibly
- Ability to carry out physically demanding duties

## Desired

- Experience with programming on both QLab and the ETC ION lighting console
- Proven knowledge of health and safety legislation and procedures
- Experience carrying out PAT testing and other electrical maintenance

# APPLICATIONS

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The deadline for applications is **Friday 3<sup>rd</sup> September at 17:00**. Interviews will be held in the week beginning Monday 11<sup>th</sup> September.

To apply please send your **completed application form** to [info@littleangeltheatre.com](mailto:info@littleangeltheatre.com) or Little Angel Theatre, 14 Dagmar Passage, London N1 2DN. **Please quote reference TS01.**

Separately, please send your completed **Equal Opportunities Monitoring Form** to [info@littleangeltheatre.com](mailto:info@littleangeltheatre.com).

For more information about the company please see [www.littleangeltheatre.com](http://www.littleangeltheatre.com)