

JOB DESCRIPTION

ASSISTANT TECHNICIAN – THE NORTH WALL

Reports to	The North Wall Technical Manager
Responsible to	The Director of The North Wall
Contract	Permanent
Salary	£27,000 per annum. Salaries are reviewed annually by the School with any increases effective from 1 st September.
Contracted hours	Full-time, with core hours of 40 per week. Hours will involve regular weekend and evening working. A flexible approach is essential as hours will vary on a week-to-week basis. There may be occasions when extra hours are needed, for which time off in lieu will be given at a mutually convenient time.

1. About The North Wall

The North Wall is an arts centre in Oxford established in 2006 to bring together artists and audiences from Oxford and beyond to make, share and experience art of the highest quality. The North Wall is situated in the grounds of St Edward's School; the School is the venue's principal sponsor.

The North Wall has built a nationally-recognised reputation for its innovative work and emphasis on new writing. Programming incorporates a high percentage of new plays, and there is a strong focus on nurturing early-career artists through its ArtsLab programme. The venue's participation programme focuses on creating creative opportunities for local young people, children and families.

The award-winning venue includes a fully flexible theatre/performance space, a smaller studio/rehearsal space, a dance studio and a gallery.

2. Role dimensions and scope for impact

The Assistant Technician will work alongside the Technical Manager and the Senior Technician in maintaining a very high standard of technical service to all incoming theatre companies, artists and hirers of the building and various in-house training, outreach and production projects. The role also provides support in serving the technical requirements of curricular and extra-curricular Drama at St Edward's School, and other non-

Drama-related events within the building. The post-holder will need to have a working knowledge of theatre technical work, including lighting, sound and audio-visual, and the set-up of technical equipment in the North Wall Theatre and other performance spaces within the building.

The post holder will be expected to assist in providing in-house technical support to productions and projects in development and rehearsal and possibly also to support taking productions on tour and to festivals for certain periods of the year.

3. Principal accountabilities

Core responsibilities

Assistant Technician Duties

- To assist in preparing for the arrival of an incoming artist, theatre company and/or hirer in the form of (where possible) a lighting pre-rig, sound equipment set-up and stage set-up based on the technical specification provided by the visiting company.
- To develop their own skills and operational knowledge of the technical equipment in the North Wall.
- To support the provision of the technical requirements of St Edward's events which has been booked or programmed in The North Wall theatre.
- There will opportunities to work closely with visiting artists, theatre companies and/or hirers to create a lighting design, displaying appropriate sympathy to the mood and needs of the performance.
- To mentor and develop skills in young technicians who have an interest in Technical Theatre through The North Wall ArtsLab programme.
- To help to maintain effective professional working practice in these spaces, in accordance with St Edward's policy and legal requirements for Health and Safety.
- The Assistant Technician will work as part of the technical team rota and within a flexible shift pattern, which will require working during the evenings, at weekends, occasionally on Bank Holidays (for which time off in lieu will be given), as well as weekday daytimes.
- To act as Duty Technician for public performances and/or any event taking place in The North Wall Theatre.
- With the theatre management team, share responsibility for lock-up procedures and security in the building.

Curricular and Co-Curricular Duties

- To work with the Technical Manager, other technicians and the Head of Drama to provide technical support in the form of sound, lighting, set and props for curricular practical drama during the academic year.
- To work with the Technical Manager, other technicians and the Head of Co-Curricular to assist in the provision of technical support for sound, lighting, set, props and stage management support for Co-Curricular productions in The North Wall.
- To develop technical and stage management skills in pupils who have interest in Technical Theatre and use the North Wall, helping to mentor these pupils' effective, safe and professional working methods in theatre.

Maintenance Duties

- To ensure the equipment listed on the North Wall technical specification is routinely maintained and available for the use of visiting companies.
- To assist in regulatory safety testing and cleaning of technical equipment in The North Wall and Drama Studio.
- To maintain efficient systems for neat storage of stock and equipment.
- To assist on occasion with Gallery installations, especially where these require technical expertise with lighting and projection.

Other duties

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. You may be therefore required to undertake other tasks and duties that commensurate with the grade and nature of the role and/or in the reasonable discretion of The North Wall.
- This job specification is current at the date shown. It will be reviewed from time by The North Wall Director to ensure that it remains current, and The North Wall reserves the right to make reasonable changes.

5. Knowledge, skills, experience and personal attributes

Qualifications	
First Aid certificate (or willingness to undergo training)	Essential
A formal qualification in Stage Management or Technical Theatre	Desirable

Knowledge and understanding	
Good practical understanding of health & safety legislation (e.g., COSHH, manual handling, working at height, etc.)	Desirable

Skills	
A working knowledge of technical theatre skills, specifically: • Rigging and focusing lights • Programming lighting • Basic lighting design skills • Basic sound operation • Familiarity with QLab software • Basic Stage Craft	Essential
A good command of the English Language	Essential
IT literacy, including some experience of Microsoft Word and Excel	Essential
Strong organisational skills and attention to detail	Essential

Excellent spoken and written English and strong communication skills: face to face, telephone and online	Essential
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Experience

Relevant experience in a similar stage management or technical theatre position	Desirable
Experience working with young people	Desirable

Personal attributes

Commitment to safeguarding children and young people	Essential
Commitment to continuous professional development	Essential
Willingness to commit to the School's aims and values	Essential
Commitment to equity, diversity and inclusion and understanding how this applies to the role	Essential
Reliability and flexibility, particularly with regard to varied working hours to meet the demands of the position	Essential
Enthusiasm, motivation, good humour and a positive, can-do attitude to the role and its tasks	Essential
Ability to work as part of a small team and also to use initiative and work autonomously when required	Essential
The ability to work and communicate with people of all ages	Essential

6. Confidentiality and data protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families, or to the general business of the School, and they are required to exercise due consideration in the way in which they use such information. A strict code of confidentiality must always be respected and followed. The School is registered as a Data Controller with the Information Commissioner's Office (ICO) for the purposes of UK General Data Protection Regulation (UK GDPR) and staff must not at any time use the personal data held by the School or disclose such data to a third party. Staff should not act in any way which might be prejudicial to the School's interests.

7. Child protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the Disclosure and Barring Service.

8. Health and safety

In the course of their employment, staff may have access to confidential information relating to pupils and their families, or to the general business of the School, and they are required to exercise due consideration in the way in which they use such information. A strict code of confidentiality must always be respected and followed. The School is registered as a Data Controller with the Information Commissioner's Office (ICO) for the purposes of UK General Data Protection Regulation (UK GDPR) and staff must not at any time use the personal data held by the School or disclose such data to a third party. Staff should not act in any way which might be prejudicial to the School's interests.

9. Hours of work

Hours of work will depend on incoming productions and other uses of the performance spaces. The nature of the job is that there will be periods of intense production work followed by less intense periods. Commitments will involve some unsocial working hours, especially during production periods. This will be balanced out where possible with lighter shifts during the day and outside these periods, and time off in lieu will be offered where the demands of the job allow - although this will vary from season to season, or even from week to week. A highly flexible approach is therefore required. The School will not require the post-holder to work more than an average 40 hours each week, nor will the hours worked infringe their rights under Working Time regulations.

10. Holiday

Annual Holiday entitlement is 30 days per year, plus bank holidays (although please note that some bank holidays may well be working days, for which time off in lieu will be given). The holiday year runs from 1st September to 31st August and all holiday should be authorised by The North Wall Technical Manager.

11. Pension

The role is eligible for membership of the School's pension scheme for support staff. This is a defined contribution pension scheme offering the following three tiers:

	Employee contribution rate (‘You’)	Employer contribution rate (St Edward’s School)
Tier 1	5%	8%
Tier 2	7%	10%
Tier 3	9%	12%

12. Probationary period

The appointment is subject to a probationary period of three months.

13. Organisation Chart

The North Wall Trust is a charity operating from The North Wall Arts Centre, reporting to a board of trustees. St Edward's School is the principal sponsor of The North Wall Arts Centre, and the parent company of The North Wall Trust.

