



Dear Applicant,

Thank you for your interest in the advertised position of **Theatre Technician (Fixed Term)** at the New Wolsey Theatre.

The New Wolsey Theatre (NWT) is an ambitious producing and receiving theatre, with a great staff who work extremely well as a team, willing to push the boundaries and produce the impossible!

The Theatre Technician will work as part of the Production department, maintaining the required high standards of production and maintenance in all New Wolsey Theatre spaces, providing a full, professional technical support service to the theatre and its users. This includes operation of lighting, sound, stage equipment as appropriate.

Please find enclosed:

- Company Information Document*
- Job Description and Person Specification
- Application Form
- Equal Opportunities Monitoring Form

(*Mission statement and further information can be found on our website www.wolseytheatre.co.uk.)

Completed applications should be returned by **10.00am on Friday 8th February 2019**.

Please send completed applications to Lucy Parker, Operations Manager by email: lparker@wolseytheatre.co.uk, or by sealed envelope, marked as Private and Confidential, to: Lucy Parker, New Wolsey Theatre, Civic Drive, Ipswich, Suffolk IP1 2AS.

Please note you must complete an application form to be considered for this position, we do not accept CVs as a form of application.

Interviews for shortlisted candidates will be held on **Wednesday 13th February 2019**. Candidates should be able to attend interview on this date.

As an organisation accredited by the Job Centre as a Disability Confident Employer, we guarantee to interview all D/deaf and disabled applicants who meet the essential criteria for this vacancy.

Yours sincerely

David Watson
Head Of Operations





Who We Are

The New Wolsey Theatre is a regional theatre with a national reputation for the quality, range and reach of its work and for embracing cultural diversity in the widest sense. The theatre is central to the creative life of Suffolk and seeks to expand the horizons of audiences and artists by presenting a programme designed to entertain, enrich and challenge. The watchwords for all work are highest quality, greatest diversity and maximum accessibility.

The New Wolsey produces and presents a year-round programme of work for all ages in both the main theatre (400 seats) and the studio (104 seats), combining its own productions with a wide range of visiting theatre, music, comedy, and other performing arts.

The theatre is nationally renowned for its producing work both as sole producer and in collaboration with a diverse range of UK and international artists and companies. In recent years it has co-produced with other regional theatre including: Nottingham Playhouse, West Yorkshire Playhouse, Birmingham Repertory Theatre, Liverpool Everyman and Playhouse and touring companies such as Graeae, Talawa, Rationale, and Eclipse Theatre.

The theatre has a particular reputation for musical work, often employing actor-musicians. It is increasingly acknowledged as a leading player in the development of new musicals staging the world premieres of **It's A Wonderful Life** (2009), **20th Century Boy** (2011), **Mods & Rox** (2012), **Midsummer Songs** (2014) and **Oxy & The Morons** (2017). Our annual actor-musician **Rock'n'Roll Pantomime** continues to be a record breaking success and is firmly established as an Ipswich institution.

In 2013 we produced a national tour of the Tim Firth and Madness musical **Our House**, employing an actor-musician cast. In 2014 we co-produced a fully accessible, actor-musician production of Brecht and Weill's **The Threepenny Opera**. In 2015 we co-produced a new play **Feed The Beast** and produced an actor-musician production of **Sweet Charity**, in 2016 we produced **The Last Five Years**, **A Midsummer Night's Dream** (directed by Trevor Nunn) and an actor-musician production of **Made In Dagenham**. Our most recent productions in 2017 have been an actor-musician production of **The Who's Tommy** and the first touring stage version of **The Ladykillers**.

Our 2018 spring season ended with another new actor-musician musical, **Our Blue Heaven**, which celebrates Ipswich Town Football Club's 1978 FA Cup victory.

The New Wolsey has also established a reputation for artist development, and in particular helping to nurture innovative companies and enabling them to produce work designed for middle scale touring. As part of this development programme, the theatre has worked in association with some of the most exciting and emerging companies in the UK and internationally, including in recent years Gecko, Analogue, Made In China, Annie Siddons, Slunglow, METIS, Transport and John Osborne.

The development of new talent is a priority for the New Wolsey and the annual **PULSE Festival** acts as a spring-board for fresh new artistic voices, as well as providing a home for risk-taking and cutting edge performance from more established artists. The festival provides a platform for the development and presentation of new work by regional, British and international artists of vision, and aims to nurture artistic ambition and excellence across a range of art forms. **PULSE** presents work across a variety of genres from comedy to dance and everything in between, in various forms from tour-ready work to rehearsed readings and works at an advanced stage of development.

Alongside its work on stage, the New Wolsey runs an extensive **Creative Learning** programme using the arts to develop creativity, unlock potential, explore diversity and celebrate identity. We use the productions, artists, skills and resources of the Theatre to increase participants understanding of how theatre works, to develop their own creativity, to broaden their knowledge about a subject or the world around them, or to give them a better understanding about themselves. We apply the techniques we use in a rehearsal room to give participant the opportunity to see what motivates their own behaviour. We deliver a service to schools and colleges, a programme of projects and events for children, young people and the community, and a platform for students, arts educators and teachers to gain new skills and share good practice. We have a prolific out of school offer, and have specialised in theatre made for children and young people that places their artistic voice at the centre of the decision making, the content and the work.

The New Wolsey Theatre has a proven track record of championing disabled led theatre and in 2013 launched '**Agent for Change**' - an initiative to create more engagement and opportunities for deaf and disabled theatre professionals, audience members and participants both at the New Wolsey and with collaborating partners. The theatre is dedicated to providing access for deaf and disabled audiences to shows, events and information ensuring that any person with a disability can participate fully. Part of this promise is to provide a programme of BSL (British Sign Language) Interpreted, Audio Described, and Captioned performances.

The New Wolsey received the 2012 TMA award for **Most Welcoming Theatre**, and was nominated as The Stage Award's **Regional Theatre of the Year** 2014. As a not-for-profit organisation and a registered charity, we rely on a blend of income streams, funding from the Arts Council, Suffolk County Council and Ipswich Borough Council as well as donations, individual giving and corporate support, all of which are invaluable.

Our mission statement and further information can be found on our website.

The Ramps On The Moon Project

Following on from the highly successful production of **The Threepenny Opera** in Spring 2014, and in recognition of the under representation and employment of disabled people throughout our industry, particularly in "mainstream" theatre, a consortium of theatres successfully applied for a Strategic Touring Fund to undertake a six year programme of work. Integrating disabled and non-disabled performers and practitioners, this programme aims to achieve a step change in the employment and artistic opportunities for disabled performers and creative teams, and a cultural change in the seven participating organisations from around the country to enable accessibility to become a central part of their thinking and aesthetics. Ramps On The Moon was recognised at the 2017 UK Theatre awards and won the Promotion Of Diversity award. www.rampsonthemoon.co.uk/about/

The Government Inspector was the first Ramps On The Moon touring show, produced by the Birmingham Rep in Spring 2016.

The Who's Tommy was the second Ramps On The Moon touring show, produced by the New Wolsey Theatre in Spring 2017. It subsequently won the UK Theatre award for Best Touring Production at the 2017 UK Theatre awards.

Our Country's Good is the third touring production made in association with the Ramps on the Moon Project, produced by Nottingham Playhouse, which toured in Spring 2018.

StartEast Project

The New Anglia Cultural Board has developed StartEast, a project to make Norfolk and Suffolk places where enterprising, creative people can start up and build sustainable, cultural enterprises. StartEast will develop and deliver business support and investment for artists and creative people planning to develop and grow a cultural business. The programme works across three strands: Artists, Entertainment Services (Technical/Logistics) and Applied Arts (where participatory activity is delivered in health, education and social care settings). StartEast launched in May 2017 and is led by the New Wolsey Theatre in Ipswich with support from a regional partnership Steering Group.

www.starteast.co.uk



JOB DESCRIPTION

Job Title: Theatre Technician

Responsible to: Senior Technician

Job Purpose: To work as part of the Production Department, maintaining the required high standards of production and maintenance across all New Wolsey Theatre Company spaces and activity, providing a full, professional technical support service to the theatre and its users.

Key Responsibilities:

Produced and Visiting Work

- To work as a member of the resident production team and to lead casual technicians (where required and appropriate), in the delivery of all aspects of technical presentation across all New Wolsey Theatre venues, including but not restricted to: rigging theatre equipment and staging, get-ins, tech sessions, show operation and get-outs.
- To operate lighting, sound, AV and perform stage duties on in-house productions, collaborations, visiting productions and produced touring productions.
- To support the liaison with production creative teams, producing personnel and visiting companies as appropriate, ensuring that all technical production elements on productions that are presented, produced and co-produced are undertaken successfully.
- To undertake Duty Technician and Appointed Technician responsibilities as and when required.

Resources

- As indicated by the Senior Technician (Lighting and Sound) or Senior Technician (Stage), to undertake the maintenance and ensure the good working order of all technical equipment and any other production facilities or equipment of the New Wolsey Theatre Company as required.
- To assist with PAT testing, electrical inspection testing and testing within the stage area(s) across the New Wolsey Theatre Company's venues and equipment as required.
- To assist in ensuring that adequate stocks of consumables are held, and all working and storage areas are kept safe and tidy.

Other

- To participate in the delivery of learning to the Assistant Technicians (Apprentices) and to assist the Creative Learning department with technical aspects of their work.
- To contribute to ensuring that a communicative and collaborative working environment is maintained within the department at all times.
- To ensure all duties are performed working within current Health & Safety requirements, employing good, safe, working methods and practices, which are also in accordance with the New Wolsey Theatre's Health & Safety policy, procedures and practices.
- Maintain the security and confidential status of all information as designated, and to conduct all activities in a professional manner at all times.
- To undertake any other reasonable responsibilities as and when required.

January 2019

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive.



JOB SPECIFICATION

Salary

£21,315 per annum

An additional x 0.5 of your hourly rate will be paid if you are required to work on a Sunday or Bank Holiday.

Hours

40 hours per week. Please note that additional hours are frequently required depending on the performance schedule, staff sickness and annual leave. Any overtime is to be taken as time off in lieu at a later date by arrangement with your line manager.

Term of Employment

Fixed Term from Monday 25th February 2019 (or sooner) – Saturday 31st August 2019

Shifts

The pattern of work is dictated by a variable performance schedule. The weekly rota is issued, at the latest, one week in advance.

Annual Leave Entitlement

The standard Annual Leave Entitlement is the statutory minimum of 5.6 weeks per year, which equates to 28 days per year for full time staff working a 5 day week. You will be expected to take statutory bank holidays as part of your annual entitlement unless you are required to work on a particular bank holiday or have agreement from your Line Manager to do so. Annual leave requests have to be submitted to your line manager for authorisation. It is suggested that the majority of annual leave is taken during the summer months when the theatre has no performances scheduled. There will be certain times of the year when annual leave cannot be taken because of the work of the organisation.

The post-holder will be subject to an Enhanced DBS Check on commencement of their employment, and at regular intervals during their employment.



PERSON SPECIFICATION

Professional Skills and Competencies

Essential

- A minimum of one years' professional theatre experience.
- Good knowledge of theatre installations and technologies.
- A broad based knowledge of and practice in all technical areas of theatre.
- Experience of PAT testing as well as maintenance programmes for lighting, sound, AV, stage and communications equipment and systems.
- Experience of set construction and stage related technologies.
- Experience of rigging and patching lighting and sound systems.
- Good ICT skills.
- Good knowledge of Health and Safety legislation and relevant working practices

Desirable

- Experience in a producing house and/or in musical theatre production.
- Knowledge of radio mics and live mixing of musicals.
- Programming of ETC EOS/ION family consoles.
- Carpentry or Stage Carpentry qualification.
- Experience of the current Yamaha and DiGiCo ranges of digital sound desks.
- Proven experience with Logic, QLab and Adobe Creative suite programs.
- Accredited qualifications in technical theatre

Key Qualities

- Able to work well within a team-oriented environment, with the ability to effectively respond to instructions, contribute ideas and support other team members.
- Organised, motivated and self-disciplined.
- Able to respond receptively to new ideas and initiatives, responding to creative problems with creative solutions
- Able to work under pressure and manage competing deadlines.
- Excellent interpersonal skills with the ability to communicate effectively with individuals at all levels.



CONFIDENTIAL

PLEASE COMPLETE THIS FORM IN TYPE OR BLACK INK

APPLICATION FOR THE POST OF: **THEATRE TECHNICIAN (Fixed Term)**

Please return to: **Lucy Parker, Operations Manager, lparker@wolseytheatre.co.uk**
or post to **The New Wolsey Theatre, Civic Drive, Ipswich IP1 2AS**

PERSONAL DETAILS

First Name(s): _____

Surname: _____

Address: _____

Postcode: _____

Tel: _____

Mobile: _____

e-mail: _____

Eligibility to work in the UK

We are legally obliged to ask you to provide evidence of your right to work in the UK. If you are successful with your application we will ask you to provide appropriate documents, such as your passport, visa, work permit or birth certificate and proof of your national insurance number, in accordance with the Asylum and Immigration Act 1996.

Are you legally authorised to work in the UK? Yes No

Is this subject to a work permit or visa? Yes No

With clear reference to the Person Specification, explain why you wish to apply for the post and describe the skills and experience you have to undertake the job as outlined. This is your opportunity to convince us that you are the right person for the job. (Continue on a separate sheet if necessary.)

MISCELLANEOUS

As an organisation accredited by the Job Centre as a **Disability Confident Employer**, we guarantee to interview all disabled applicants who meet the essential criteria for this vacancy.

The New Wolsey Theatre wishes to encourage applications from suitably qualified and experienced D/deaf and disabled people and we therefore ask you to use the space below to provide information on your disability status and access requirements if you wish to be considered in line with the above scheme (please mark as **N/A** if not applicable or leave blank if you wish not to declare).

This information will remain confidential and is required to help us fulfil our responsibility to encourage and assist in the employment of D/deaf and disabled people.

Do you have a current driving licence?	Yes / No
Do you have your own transport?	Yes / No
Are you at least 18 years of age?	Yes / No
If offered this position will you continue to work in any other capacity?	Yes / No
(If yes, please give details)	
When are you available to start?	

ANY OTHER INFORMATION

Please use this space to tell us about anything else that may be of relevance to your application.

REFERENCES

Please give details of two referees.

Name:	
Company:	
Position:	
Relationship to applicant:	
Address:	
Postcode:	
Tel:	
e-mail:	

Name:	
Company:	
Position:	
Relationship to applicant:	
Address:	
Postcode:	
Tel:	
e-mail:	

**References may be taken up before interview or prior to an offer being made.
If you would prefer that we did not take references until after an offer has been made
please tick here**

Declaration

I have read and understood the information contained in this application form, and I declare that all information I have provided on this form, or in an attached CV, is true and accurate. I understand that omissions or incorrect statements might disqualify me from this position and, if already appointed, my employment may be terminated. I also understand that any offer of employment is subject to satisfactory references.

By signing this form, I understand I am agreeing to the above declaration:

Signed: _____

Date: _____

PERSONAL DETAILS

EQUAL OPPORTUNITIES IN EMPLOYMENT

Policy Monitoring: This form will be treated confidentially

The information you supply on this form will be detached from your application and used for monitoring purposes only. This form will not form part of the selection process.

Submission of this form indicates your explicit consent that the data you provide may be processed in accordance with the provisions of the Data Protection Act 1998.

NOTE: Your application will be in no way prejudiced if you decline to complete this form. It will be separated from the application form whether or not you have completed it.

The New Wolsey Theatre (NWT) wishes to be an Equal Opportunities employer, and has a policy of monitoring employment applications in order to monitor the effectiveness of our Equal Opportunities policy and commitment to equality and diversity.

POST: Marketing Manager

Please circle or highlight as appropriate

1. I would describe my race or cultural origin as:

White:

- British
- Irish
- Other European
- Any other white background

Asian or British Asian:

- Asian Indian
- Asian Pakistani
- Asian Bangladeshi
- Any other Asian background

Chinese or British Chinese:

- Chinese

Black or Black British:

- Black – African
- Black – Caribbean
- Any other black background

Dual Heritage:

- Black African and White
- Black Caribbean and White
- Chinese and White
- Asian and white
- Any other background from more than one ethnic group

(If you have circled 'Other' for any category, please describe your ethnic origin):.....

- 2. **My sex is:** Male Female Gender Neutral
- 3. **My marital status is:** Single Cohabiting Married Separated Divorced
- 4. **Is there anyone who relies on you for day to day care and assistance?** Yes No
If 'Yes' are they: Children: Aged 0-4 Aged 5-11 Aged 12-16
Other family member or partner
- 5. **My age is:** 16-19 20-29 30-39 40-49 50-59 60+
- 6. **Are you a Deaf or disabled person?** Yes No

EQUAL OPPORTUNITIES AND DIVERSITY POLICY

The mission of NWT is to create, develop and produce a vital and dynamic programme of performances and participatory activity for the people of Suffolk and surrounding areas. It aims to create a programme of the highest quality, maximum diversity and greatest possible accessibility. NWT believes that this is best achieved through the implementation of an Equal Opportunities and Diversity Policy informing all areas of the company's activity and employment practice.

The NWT is committed to ensuring equality and fairness for all employees, collaborators, contractors and the general public. It will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. NWT opposes all forms of unlawful and unfair discrimination and will work to promote opportunities for sections of the community that are currently under-represented.

All individuals will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the organisation's output.

The NWT strives to create an environment in which individual differences and the contributions of all our staff are recognised and valued. No form of intimidation, bullying or harassment will be tolerated.

We will regularly review our employment practices and procedures to ensure fairness. This policy has the approval of the Board and will be reviewed on an annual basis.

