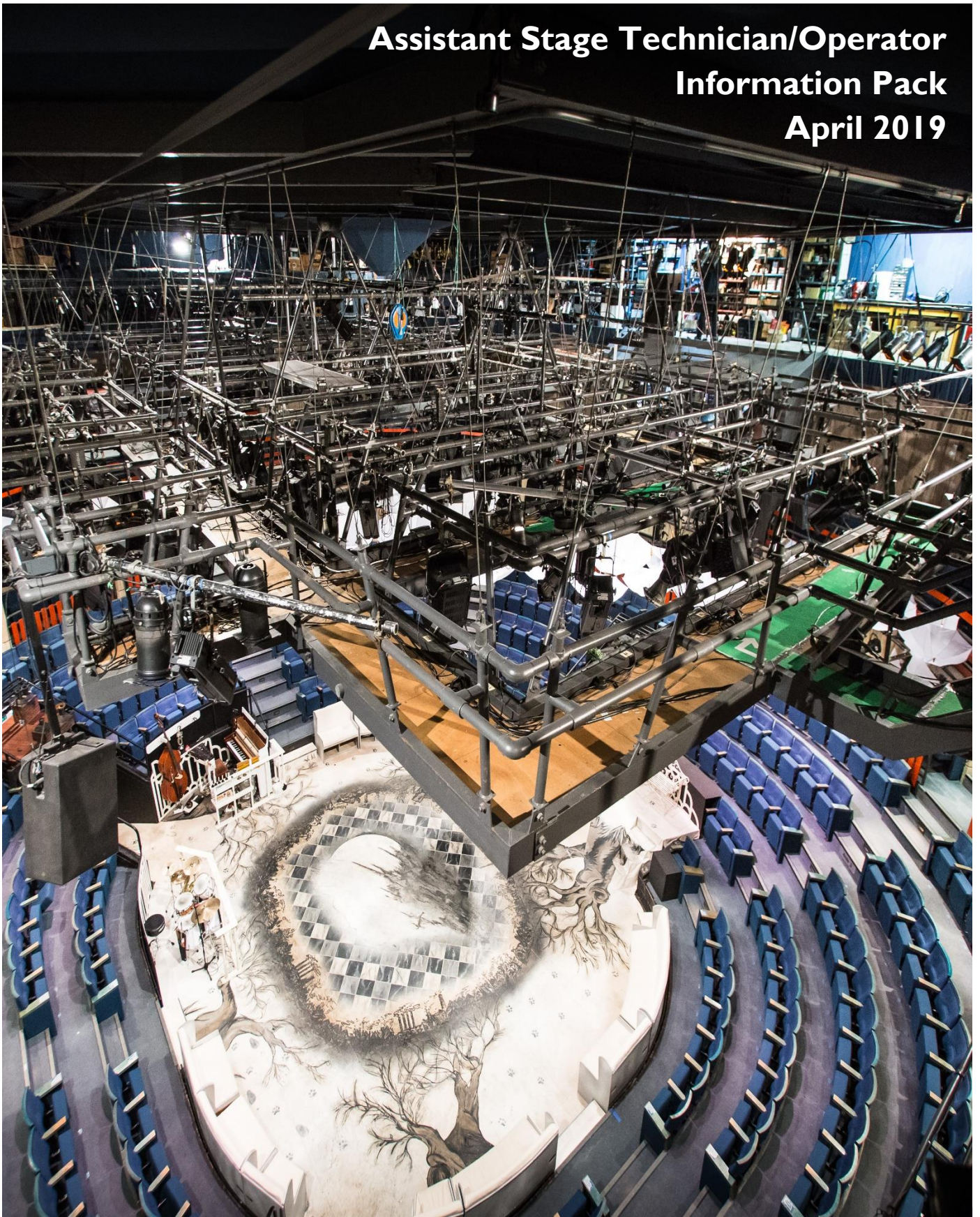


# NEW VIC THEATRE

**Assistant Stage Technician/Operator  
Information Pack  
April 2019**





## WELCOME

Thank you for your interest in the post of **Assistant Stage Technician/Operator** at New Vic Theatre.

## NEW VIC THEATRE INFORMATION

*Our mission is to make excellent theatre with a social impact.*

‘Staffordshire’s New Vic proves what a regional theatre with ambition and imagination can do’. **The Guardian**



The New Vic is one of the country's most successful producing theatres and a key part of the region's cultural life, engaging over 150,000 people each year. We deliver a programme of international-class work made with local audiences in mind, complemented by award-winning community programmes and education work reaching around 25,000 people of all ages each year. Built in 1986 as Europe's first purpose-built theatre-in-the-round, the theatre has a special role to play in the architectural heritage of theatre development. We seek through all our work to help make our local community a better, safer and more inspiring place to live and work.

We explore new and exciting theatre through a continued programme of investment in artistic development. Our busy programme includes both award-winning, in-house work and touring productions. We produce around 8 in-house or co-produced shows a year. We have in-house set, props and costume workshops with permanent staff teams. Our in-house programming includes our acclaimed Christmas show, drama and new writing, and our co-producing partners include amongst others Royal Exchange Manchester, Kenny Wax Family Entertainment, Oldham Coliseum, Bolton Octagon and Dukes Theatre Lancaster.

See our website at [www.newvictheatre.org.uk](http://www.newvictheatre.org.uk) to learn more about our work.

Theatre-in-the-round is a democratic ideology, it radiates through all our work ensuring that the local communities of Staffordshire and Stoke-on-Trent have a sense of ownership and engage with the theatre at every level. As one of only a few local arts organisations, our award-winning New Vic Borderlines, and New Vic Education departments ensure we are key to the cultural life of the region. Alongside this the theatre leads, Appetite, an Arts Council England Creative People & Places programme, to engage more people in Stoke-on-Trent in the arts.

Other recent achievements include a successful UK tour of *Around the World in 80 Days* (in partnership with Kenny Wax Family Entertainment), winning the 2017 UK Theatre Award for Best Show for Children & Young People for our production of *The Snow Queen*, becoming the first building based theatre company outside London to become a National Theatre Studio Affiliate and receiving critical acclaim for our productions. In 2018 we were awarded West Midlands' Most Welcoming Theatre at the UK Theatre Awards. We received critical acclaim for our productions of *Astley's Astounding Adventures* (2018) and *The 39 Steps* (2019), and in summer 2019 *Around the World in 80 Days* will be touring the UK once again before heading to Florida and New York, USA.



“standing ovation for this beautifully-executed magnificently preposterous romp”  
★★★★★ The Independent for *Around the World in 80 Days*

““A joyous family show...Stupidly ambitious and gorgeously inventive ...””  
★★★★ The Guardian for *Astley's Astounding Adventures*

“one of the most impressive hours I've spent in the theatre”  
★★★★ The Observer for *Dracula*

The New Vic is a registered charity with a turnover of £3.5 million and operates thanks to a unique partnership between Arts Council England, Newcastle-under-Lyme Borough Council, Staffordshire County Council and Stoke-on-Trent City Council.

## JOB DESCRIPTION AND ROLE INFORMATION

### JOB TITLE: ASSISTANT STAGE TECHNICIAN/OPERATOR

Responsible to: Head of Technical  
Company Stage Manager  
Head of Production

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#### GENERAL DEPARTMENT INFORMATION

The New Vic Theatre is a non-profit organisation. The theatre has an auditorium with an overall seating capacity of 595 a small Studio Theatre, a Café, bar and shop. Alongside the main house programme the theatre has an active Education department, Outreach department *Borderlines* reaching 160,000 people a year and the Appetite audience development programme.



The New Vic Stage Management department consists of 5 roles - CSM, 2x DSM's 2x ASM's (1 position is Job Shared). The Assistant Stage Technician/Operator will assist the department in its busy operations throughout the year which include servicing New Vic productions, incoming shows, one night events, Outreach events and prop hires / borrows. We are a department which works closely with one another and all other departments in the building to ensure a high standard of work is always produced for our creative teams, audiences and participants.

The New Vic Technical Department comprises of many parts, lighting, sound, Projection, flying, pyrotechnics, electrics and electronics. We have a Resident Sound Designer and Resident Lighting Designer, which enables us to design and build every aspect of what we put on stage.

Being in the round quite often means we have many more challenges to overcome, using all the technology available we have created some amazing effects and practicals. We cover all aspects from design, rehearsal, build, tech and performance, on all productions concerts, conferences, education and outreach shows, outdoors events, main house productions, Christmas shows, national and international productions.

To see our Technical and Stage Management teams in action on our production of Astley's Astounding Adventures, see our videos

<https://www.youtube.com/watch?v=pVsa7UCmviQ>

<https://www.youtube.com/watch?v=z99-CeIO7tI>



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## GENERAL ROLE OVERVIEW

The Assistant Stage Technician/Operator will work within the Technical and Stage Management departments and the hours of the post holder will be scheduled as 50% in each department over each year. The post will be line managed by the Company Stage Manager and the Head of the Technical Department.

The core element of this role is to work as performance support crew as a Lighting and/or Sound Operator, stage crew or ASM on our in house produced shows, one night concerts and on shows touring into the theatre.

The New Vic works within the guidelines laid down by the BECTU agreement. The working week is from Monday through Saturday and shall consist of 40 hours distributed across this time. As a busy producing house it is expected that overtime will be incurred on Production weeks. Sunday calls are very rare and will be paid at the appropriate overtime rate (see outline terms and condition for further details).

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## GENERAL DUTIES

- To liaise with the Head of Production, the Company Stage Manager, Head of Technical, Design department, Director and Designers to obtain a thorough understanding of the relevant requirements of New Vic productions.
- To attend production meetings and other meetings as required.
- Attend rehearsals as required.
- To be present at get-ins and fit-ups / rigs for New Vic productions as required by the Head of Production, C.S.M. & Head of Technical
- To assist with get-ins, fit-ups, get-outs and set strikes / restores to facilitate concerts and events as required.
- To occasionally carry out relevant duties as outlined above at other venues to which New Vic productions / co-productions may transfer or tour.
- To assist with general maintenance of working areas and storage spaces.
- Assist with fulfilling all relevant Health and Safety requirements, including COSHH documentation relevant to the materials used under the supervision of the Head of Production.
- Other related duties as may be required by the Head of Production, C.S.M or Head of Technical

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## STAGE MANAGEMENT

- Marking up and maintaining rehearsal space, liaising with acting company and other Production departments as required.
- To research and source props as required.
- To arrange for the borrowing, purchase or making of props as required.
- Assemble and maintain props running lists for performance as required.
- Carry out scene changes, including occasional operation of flown scenic elements and operation of follow spots as required.
- Assist with acting company costume changes as required
- Set up / re-set for performance, carry out pre-show checks and assist with running maintenance of props and settings for shows in performance.
- To provide the relevant welcome and support for visiting companies advising on House Rules and safety policies as necessary.
- Assist with the maintenance and storage of the theatre's stock furniture and properties as required.

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## TECHNICAL

- The rigging and focusing of lighting and/or sound equipment to plans / notes / instructions provided by the lighting / Sound designer(s) as required.
- The rigging and operation of lighting and/or sound equipment in both rehearsals and performance in any New Vic performance space as required.
- To assist in the making, acquisition and possible design of practical electrical / lighting and sound components of stage settings and / or special effects equipment as required.
- To assist with the preparation and rigging of flown scenic elements under the direction of the Head of Production.
- To assist with the rigging, daily equipment checks and monitoring of the delivery of people flying during performances.
- General maintenance of lighting, sound and rigging equipment under the direction of the Head of the Technical Department or Chief Electrician
- The checking and where necessary, replacement of lamps in all areas of the auditorium and other performance areas (lamp rounds).

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## GENERAL

- Remain vigilant to any potential Health & Safety risks or breeches in security.
- Attend training as required
- Adhere and contribute to all company policies and procedures including Health and Safety, Equal Opportunities, Safeguarding and Data Protection
- To act always in the best interest of the New Vic
- The list of duties is by no means exhaustive and you will be required to undertake any other reasonable tasks or duties as requested by the Head of Production, Head of Technical Department or Company Stage Manager.



## PERSON SPECIFICATION

### ASSISTANT STAGE TECHNICIAN/OPERATOR

The following represent the essential and desirable attributes for the post of Assistant Stage Technician/Operator.

Essential Criteria	Desirable Criteria
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Experience in working as part of a team</li> <li>• Previous backstage or technical experience in either a professional or educational environment in operating lighting and sound</li> <li>• In working as stage crew and as an ASM</li> </ul>	<ul style="list-style-type: none"> <li>• Practical experience in equipment maintenance</li> <li>• Experience of workshop tools</li> </ul>
<b>Skills and Knowledge</b>	
<ul style="list-style-type: none"> <li>• Able to take and act upon instructions within a given time frame and in a busy working environment</li> <li>• Able to use own initiative</li> <li>• Ability to work safely at height, using ladders and tallescope, and from lighting bridges</li> <li>• Knowledge and use of theatre lighting and sound systems, including rigging, focussing and plotting</li> <li>• Knowledge in working as stage crew and an ASM</li> <li>• A working knowledge of technical theatre practices, including terminology and knots</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of theatre and entertainment protocols, such as DMX etc.</li> <li>• Literacy, computer literacy and numeracy as appropriate to the requirements of the post</li> <li>• A full driving licence</li> </ul>
<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>• Enthusiasm for the performing arts and entertainment</li> <li>• Reliable, with a flexible and pro-active attitude</li> <li>• A 'can-do' attitude and a positive, flexible approach to the job role, work colleagues and peers.</li> <li>• A presentable, professional and approachable manner which sets an example for others to follow.</li> </ul>	
<b>General</b>	
<ul style="list-style-type: none"> <li>• Ability to work flexible shifts &amp; unsociable hours</li> </ul>	<ul style="list-style-type: none"> <li>• Available to start immediately</li> </ul>

## OUTLINE TERMS AND CONDITIONS INFORMATION

The post of Assistant Stage Technician/Operator is offered on a full time, permanent basis.

### **SALARY**

The salary for the post is £19,168 per annum. The salary is paid weekly in arrears by credit transfer each Friday.

### **HOURS OF WORK**

Your contracted hours are 40 per week to be worked flexibly between 9.00am and 11.00pm on any five of the six weekdays (Monday to Saturday), in agreement with your Manager.

Your meal breaks are unpaid.

All employees are expected to work some evenings and Saturdays.

Any hours in addition to your normal hours are to be agreed in advance with your manager and will be remunerated as follows:

#### **Payment at Single Time**

Any hours in excess of 40 up to 44 in any one week

Between 9.00am and 11.00pm on the sixth weekday worked in any one week.

#### **Payment at Time and a half**

Any hours in excess of 44 in any one week

Between 9.00am and 11.00pm on the sixth weekday worked in any one week.

#### **Payment at Double time**

Any hours worked between 11.00pm and 9.00am Monday to Saturday

Any hours worked on a Sunday.

Any hours worked on a Bank Holiday.

### **Get-Outs**

These will be paid as per the terms and conditions of the UK Theatre / BECTU agreement.

Shifts will predominantly be in the evening though some day time hours will be required too. The role will involve working regularly on a Saturday and flexibility is required to cover shifts at short notice due to illness etc. You will be required to work flexibly according to the requirements of the role and therefore your start and finish times may vary.

### **HOLIDAY ENTITLEMENT**

The holiday entitlement for this post is 20 day per annum plus bank holidays. This is based on a full time equivalent of 4 weeks, plus 8 days bank holidays.

This will increase to 22 days (plus bank holidays) following three years service and 25 days (plus bank holidays) following five years continuous service.

The holiday year runs from 1st April to 31st March.

### **PROBATIONARY & NOTICE PERIOD**

The probationary period for this post is 6 months.



The notice period during the probationary period is 2 weeks. Following successful completion of probationary period the notice period is 4 weeks.

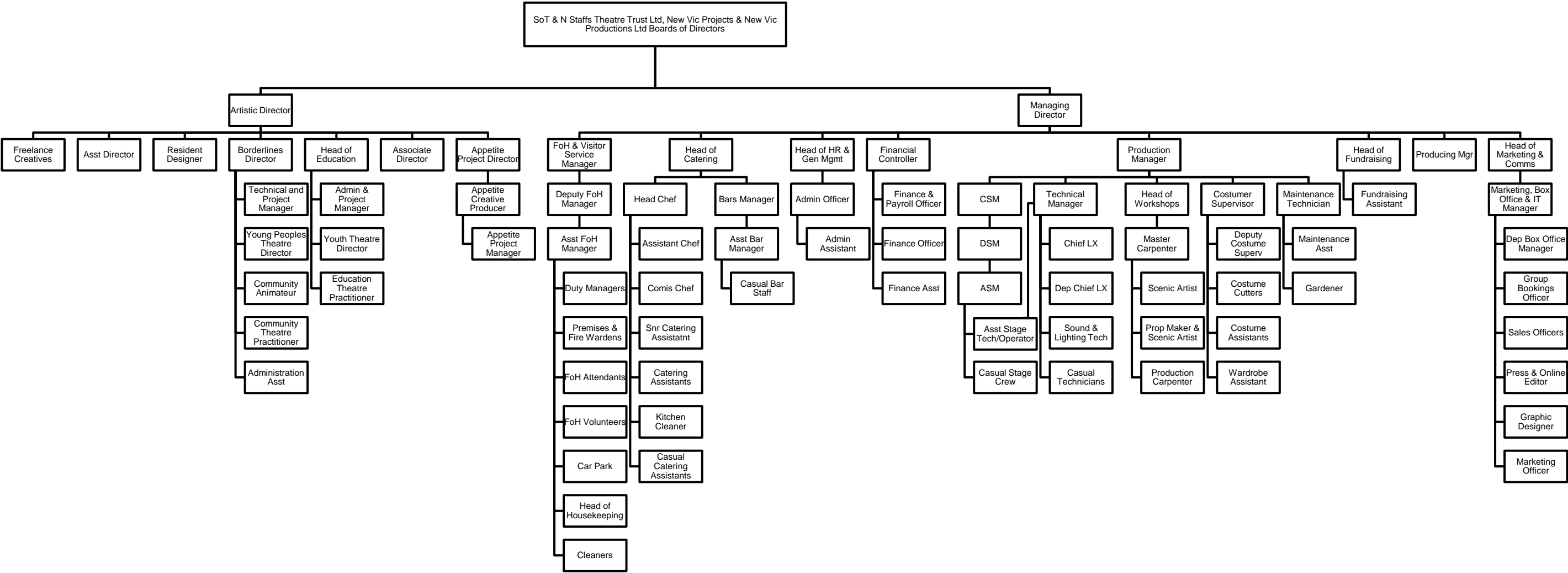
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## **GENERAL**

All eligible staff are automatically opted in for the New Vic's basic pension scheme under auto enrolment legislation. The employee makes a contribution of 5% and the New Vic will contribute 3% of qualifying earnings.

Following the qualifying period the company , you are eligible to join the company pension scheme which makes a contribution of up to 5% of basic salary matching the employees own contribution. Full details including qualifying period and joining dates are listed within the company handbook.

All offers of employment are subject to the candidate being able to provide suitable proof of their eligibility to work in the UK, references and medical declaration.



## YOUR APPLICATION

Thank you for expressing an interest in the position of **Assistant Stage Technician/Operator** at the New Vic Theatre.

**Closing date for applications – Friday 3 May at 10am**  
**Interviews – Thursday 16 May 2019**

The New Vic aims to attract, develop and retain the best talent for all roles and will always appoint based on merit. We consider that diversity is good for the art we make, good for artists, good for audiences, and good for the cultural sector. We welcome applications from all sections of the community, particular applicants with a disability and those from an Black Asian minority ethnic (BAME) background as currently these groups under represented across our workforce.

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### HOW TO APPLY

Applications should be made using our standard application form. In accordance with good equal opportunities practice, section 1 of the application form and the equal opportunities monitoring form will be separated before short listing. Please ensure that all questions on the application and equal opportunities monitoring forms are fully completed. The short listing panel will make their decisions based solely on Section 2, without access to any personal information.

Ensure that your application contains details of relevant experience and the qualities that specifically relate to the person specification on page 7. Please do not submit a CV, pre-prepared references or covering letters as these will not be used during short listing.

Please return your application form and equal opportunities form by post to me at New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG or by email to [recruitment@newvictheatre.org.uk](mailto:recruitment@newvictheatre.org.uk) using the subject line **Assistant Stage Technician/Operator**.

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

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### FURTHER INFORMATION

If as part of your scoping process you'd like to visit the theatre to see our work Hayley Underwood, Administration Officer can organise two comps for any performance, subject to availability. Please contact them on the recruitment number below.

Also, if you would like a confidential and informal discussion about the position before applying, please contact Steve Hall (Company Stage Manager) or James Earls-Davis (Head of Technical), on 01782 717954.



To find out more about the New Vic Theatre visit our website [www.newvictheatre.org.uk](http://www.newvictheatre.org.uk). If you have any queries regarding the vacancy please email [recruitment@newvictheatre.org.uk](mailto:recruitment@newvictheatre.org.uk) or call 01782 381371.

With thanks once again for your interest.

Yours sincerely

A handwritten signature in black ink, appearing to read 'T. Wainwright', with a large, sweeping flourish at the end.

**Tracey Wainwright,  
Head of HR & General Management**