SOHO THEATRE is London’s most vibrant venue for new theatre, comedy and cabaret with a national and international touring programme, a digital presence and an additional venue in Walthamstow in progress.

As entrepreneurial as it is innovative, under the leadership of Executive Director Mark Godfrey and Creative Director David Luff, the charity and social enterprise’s mission is to produce new work, discover and nurture new writers and artists, and target and develop new audiences.

Bang in the creative heart of London, Soho Theatre works with artists in a variety of ways, from full producing of new plays, to co-producing new work, alongside working with associate artists and presenting the best new emerging theatre companies. The pioneering programme model spans theatre, comedy, cabaret and artists’ events and with it a lively bar enjoying a festival atmosphere all year round. By day we’re a hive of writing, workshops, showcases, meetings and events and by night we’re stage to an average of six shows and a throng.

Soho Theatre have numerous artists on attachment and under commission, including Soho Six and a thriving Young Company of writers and comedy groups, and presents two new writing Awards, the Tony Craze Award and the Verity Bargate Award.

Our home is one of the country’s busiest venues with a year-round festival programme of theatre, comedy and cabaret, and a buzzing bar. By day we’re a hive of writing, workshops, showcases, meetings and events and by night we’re stage to an average of six shows and a throng of audiences.

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THE CASUAL TECHNICIAN

Soho Theatre is looking for a multi-skilled and versatile Casual Technician to support the Technical Department. The role will manage up to four theatre and comedy performances per day. The Casual Technician will work in all venues playing a key role in ensuring that productions and events run smoothly and safely, artists are looked after well and that all visitors can enjoy their visit to Soho Theatre.
JOB DESCRIPTION

Job Title: CASUAL TECHNICIAN

Responsible to: Technical Manager, Head of Lighting, Head of Sound, Senior Technician

Purpose of Job: To rig lighting, sound and AV equipment. Assist with set builds. To run or assist in technical rehearsals and operate shows and events as required.

DUTIES

TECHNICAL DEPARTMENT

• Act as a Casual Technician for Soho Theatre across all venues as required; facilitate companies and artists with full technical support in the space as required
• Build an excellent working relationship with the companies and artists performing at Soho Theatre
• Either solo or in collaboration with in-house or other casual technical staff, run or assist in technical rehearsals as required. Ensuring they run to time, and that companies/artists are fully supported
• Be shadowed by in-house or casual technical staff in running and operating shows, supporting them as necessary
• Rig and de-rig of lighting / sound and AV equipment
• Work from plans to programme lighting / sound and AV, and potentially operate up to four productions per day/evening
• Ensuring detailed show notes are made from technical rehearsals, technical show reports are accurately written, and relevant Health and Safety inductions are carried out
• Assist with get-ins and fit-ups of scenery and effects
• Carry out routine maintenance of theatre equipment across the building, as required
• Assist in keeping workshop and technical areas as clean and tidy as is practicable
• Create production specific effects / practical units / colour calls as required
• Providing technical support for external hires and other events (workshops, rehearsed readings etc) as required

Alongside the Venue Managers

• Take responsibility for the venue you are in, ensuring the venue is presentable, everything is pre-set as the show’s demand, that all fire exits and gangways are clear and working and there is sufficient seating for the expected audience
• Be responsible for running shows to time, within the parameters of your control; addressing overruns and late starts effectively and professionally with artists
• Manage any artist complaints or incidents with maturity and in line with Soho Theatre policies.
HEALTH AND SAFETY

- Read and adhere to Soho Theatre’s Health and Safety Policy, and work with all incoming companies to support them in doing the same
- Constantly ensure that all public and backstage areas of the building are kept clear and comply with Soho Theatre’s building & entertainments licence and Health & Safety Policy
- Ensure you are familiar with the Risk Assessments for all shows and events that you are assigned to and that visiting companies are aware of all control measures required
- Ensure all work is carried out in a safe and secure manner, and inform a senior member of the technical team in the case of any uncertainty
- Provide verbal and written Health & Safety Inductions to all incoming artists/companies, ensuring these are signed off and adhered to
- Ensure you are familiar with Soho Theatre’s list of prohibited stage activity, and the Show Stop Procedure
- Support the Duty Manager / Duty Technician in the event of any emergency and with the evacuation of the building when necessary as per the evacuation procedure
- Attend any training as required
- Act as an appointed First Aider for the building (training will be provided if required)

GENERAL

- Support the aims and objectives of Soho Theatre Company both internally and externally
- Act as an ambassador for Soho Theatre to all visitors to the building
- Any other duties the Technical Manager, Operations Director, Senior Technicians, or Customer Manager may reasonably require

This is a guide to the nature of the work required of a Casual Technician. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and the line managers from time to time.
PERSON SPECIFICATION

Essential Experience
• Experience in a producing or receiving theatre and / or recognised qualification in technical theatre
• Experience of working in a theatre or comedy venue, preferably in a festival environment
• Experience of dealing with artists and the public
• Experience of working in a team delivering multiple performances/events
• Rigging, operation and maintenance of theatrical lighting, sound and AV equipment

Essential Skills
• Excellent stage management skills
• Experience of working with ETC Element and Ion Lighting consoles
• Experience of Yamaha and Soundcraft digital sound consoles and QLab show control software
• Working knowledge of AV presentation
• Ability to maintain standard theatre equipment
• Ability to work at height safely and with confidence
• Excellent teamworking skills
• Ability to communicate easily, effectively and with authority to artists and company members
• An awareness of the various access requirements of artists and patrons, with an ability to identify solutions to make their time at Soho as safe and comfortable as possible
• Excellent attention to detail
• Excellent time management

Desirable Skills/Training
• Basic set construction and carpentry skills and the ability to use a wide range of power tools and hand tools safely and with confidence
• Ability to interpret technical drawings and lighting plans
• First Aid at Work qualification
• Fire Marshal training

Essential Qualities
• The ability to work calmly in a fast paced, energetic and demanding environment
• An excellent communicator with the ability to engage with a wide range of personalities and backgrounds
• A highly organized, self-motivated problem solver
• A flexible approach to work (including willingness to work evenings, weekends, late night or overnight shifts, and/or holidays as required)
• An interest in new writing and ambitious approaches to theatre, comedy and cabaret
• Friendly and approachable, with an interest in meeting new people
• An understanding and support of Soho Theatre’s artistic vision
• A working knowledge of the arts sector
TERMS AND CONDITIONS

Equal Opportunities
Soho Theatre aims to be an equal opportunities employer. All staff members are required to adhere to Soho’s Equal Opportunities Policy, which is available upon request.

Terms of Employment
This is a zero hours contract with a one month probationary period.

Salary
£10 per hour

Holiday entitlement
The full paid entitlement is 20 days plus 8 Public and Bank days and any other public holidays as declared from time to time. Your entitlement in respect of this current, and any future, holiday year will be calculated on a pro rata basis based on 12.07% of the hours you actually work and entitlement will be paid for 7 minutes for each hour worked. Holiday entitlement rises to 25 days pro-rata after you have been continuously employed for 1 year, with holiday calculated on a pro rata basis based on 14.54% on the hours worked.

Hours
Minimum call is 4 hours. All time worked before 09:00 and after 23:00 paid at double time. Sundays and Bank Holidays paid at double time. All other terms and conditions as per BECTU / TMA agreement, including provisions for overtime working. You will mostly be expected to work in the evening.

Pension
The Company operates an auto-enrolment pension scheme. This is at the rate of 3% from the employer and 5% from the employee on qualifying (banded) earnings. The Government will pay in 1% of qualifying earnings, which is tax relief. If you have made other arrangements, there is the option to opt out altogether.

Once the probationary period of employment (1 month) has passed or the employee has been employed for 6 months or more, whichever is the greater, there is the option to opt to increase contribution to 3% of banded gross earnings and the Company will then match this percentage.

Staff Benefits
- Complimentary tickets for Soho Theatre productions
- Season Ticket and/or Cycle to Work loan schemes
- Training and development opportunities
- Discount at the Soho Theatre Bar and other local businesses
- Seasonal flu jabs
- Free tea and coffee
- Annual staff party

July 2019