



RECRUITMENT

Casual Technician

The Anvil Trust Ltd.

Churchill Way, Basingstoke, RG21 7QR

Admin 01256 819797 |

Box Office 01256 844244

anvilarts.org.uk

Dear Sir/Madam,

Thank you for your enquiry regarding the position of **Casual Technician** with The Anvil Trust Ltd.

We are looking to increase our pool of Casual Technicians who work from time to time, on a casual basis, to assist the Anvil Arts team in the delivery of all technical equipment and production requirements throughout Anvil Arts venues.

Whether you are an experienced technician or are interested and willing to learn new skills in the technical production field, we would love to hear from you.

The hourly rate starts at £9.50 per hour (dependent on experience) plus £1.15 per hour paid in lieu of holiday. Please see below the job description and person specification for the role.

- If you are interested in joining the team and wish to apply, please download, and complete our application form, equal opportunities monitoring form and submit alongside your CV (optional). Please return the forms to the address below or by email to:

recruitment@anvilarts.org.uk

Recruitment
The Anvil Trust Ltd
Churchill Way
BASINGSTOKE
RG21 7QR

- Or record and send us a short video of no more than 2 minutes, telling us a bit about you, your experience, and why you are interested in and suited to a role that aims to deliver the highest standards of technical production presentation and an experience that delights. Please also complete the '**application with video form**' and send to recruitment@anvilarts.org.uk.

Thank you for your interest in Anvil Arts.

Yours sincerely,

Sue McCleester
Head of Operations



RECRUITMENT

Job Description & Person Specification

Casual Technician

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JOB DESCRIPTION

DEPARTMENT: Production
RESPONSIBLE TO: Production Manager

THE KEY OBJECTIVES OF THIS POST ARE:

- to assist the Anvil Arts technical team in the delivery of all technical equipment and production requirements throughout Anvil Arts venues, from time to time on a casual basis
- to assist the technical team in its commitment to the highest standards of technical production, presentation, and service with the aim of delivering a customer experience that delights and is above expectation

JOB DESCRIPTION – GENERAL

- to assist the technical team with the technical delivery of performances, events and hires
- such other duties as necessary, that are compatible with the nature of the post

JOB DESCRIPTION - SPECIFIC

Performances, exhibitions, hires and events

- to provide technical support and be proficient in the delivery of production services for all performances, exhibitions, hires and events
- to assist with get ins, get outs, and format changes
- to assist in the rigging of lighting, sound, and AV equipment
- to assist with hemp flying
- to act as follow-spot operator as required
- to ensure safe operation and careful use of equipment
- to communicate any concerns, complaints or feedback to the Production Manager, Assistant Production Manager and Chief Technicians



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Maintenance

- to assist with technical maintenance of performance spaces and their allied areas
- where required, to assist in the maintenance of all production lighting and audio-visual equipment

Health and Safety

- to ensure compliance with relevant health and safety legislation, always working to identified control measures, safe working practices and procedures identified in risk assessments
- to assist with the monitoring of on-stage and backstage areas to ensure evacuation routes are kept clear
- to ensure the safety and best presentation of all backstage and production areas

Relationships

Casual Technicians are expected to:

Maintain good professional relationships with, and provide excellence in service to:

- Patrons, sponsors, board members and officers and members of Basingstoke and Deane Borough Council and Arts Council England
- The local Police Constabulary, Licensing Officers and Hampshire Fire and Rescue
- Artists, companies, group organisers and all other individuals and organisations with whom Anvil Arts seeks to work

Promote and maintain good working relationships throughout Anvil Arts, recognising the specific working practices of other departments in a diverse organisation



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PERSON SPECIFICATION

DEPARTMENT: Production
RESPONSIBLE TO: Production Manager

ESSENTIAL

- Excellent communication and interpersonal skills at all levels
- A positive outlook and a can-do attitude
- Ability to work using own initiative and to follow instructions
- An active team player
- Willing to learn new skills
- Available and willing to work flexibly including evenings, weekends and bank holidays

DESIRABLE

- Previous experience of working in a theatre, performance venue, events, technical department touring company or similar
- Formal technical theatre qualification
- Experienced in general stage techniques including the safe operation and use of flying systems (including hemp), chain hoists and stage machinery
- Experience in the operation of analogue and digital sound desks
- Experienced in basic AV set up
- Previous experience in the use and maintenance of theatre lighting fixtures and consoles
- Previous experience and working knowledge of relevant health and safety legislation and best practice
- Previous experience and industry training and qualifications in relation to working at height – MEWP, Tallescope and use of fall arrest equipment
- IOSH Working Safely qualification
- First Aid qualification