

beacon
arts centre

www.beaconartscentre.co.uk

LIGHTING UP LIVES
IN INVERCLYDE



RECRUITMENT PACK

TECHNICIAN

JANUARY 2022



WHO ARE WE?

beacon
arts centre

We are the Beacon, a contemporary theatre and arts venue in the heart of Inverclyde... and a whole lot more besides.

We offer a safe and inspiring place to escape into a different world for a while; a place to connect and share new experiences through shows and activities that inspire and delight, sometimes challenge, and always entertain. From staging national productions to showcasing local talent, and from hosting theatre-based workshops to dance classes and a whole host of creative activities and events, we aim to offer something for everyone.

Our **vision** is to be Scotland's most influential, accessible and entertaining arts venue.

We passionately believe that cultural experiences are crucial to the wellbeing of individuals and communities. That's why our **mission** is to make a lasting impact through our work and to 'light up lives' by ensuring that as many people as possible have opportunities to engage with the arts in ways that are enjoyable and meaningful to them. We achieve this through our fantastically diverse programme and innovative outreach work, delivered in the local community and further afield, as well as within our inspiring building.



Beacon Arts Centre
Custom House Quay, Greenock PA15 1HJ
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WE ARE THE BEACON ARTS CENTRE... AND A WHOLE LOT MORE



OUR PROGRAMME

Throughout the year, we stage a mix of award-winning theatre, music, dance and touring arts programmes, ranging from National Theatre of Scotland and Scottish Opera productions to large-scale community musicals and jazz, folk and classical music concerts. We present intimate performances for younger children and their families, and we host a range of festivals, exhibitions, classes, workshops and events too, delivering a year-round buzz of captivating, creative activity.

OUR PRESENCE

Beacon Arts Centre is managed by the charity, Greenock Arts Guild Limited, and our diverse funding base is underpinned by core grants from Inverclyde Council and Creative Scotland. We firmly believe that Inverclyde is one of Scotland's most attractive places to live and work and it also has the benefit of well-developed transport links to Glasgow and the rest of Scotland. We are proud to be part of this vibrant community and to make a key contribution to the local economy as an employer. With a 4-star rating from VisitScotland, we play a vital role in supporting local tourism too.

OUR VENUE

From our stunning location on the banks of the River Clyde, at the heart of Greenock's waterfront regeneration, our modern, purpose-built venue offers a 500-seat theatre and a 128-seat studio as well as a variety of spaces for exhibitions, meetings, rehearsals and development work. We also have superb facilities for eating, drinking and events.

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Beacon Arts Centre

ABOUT THE ROLE

TECHNICIAN

JOB PURPOSE

1. This post provides a high level technical production service to the Beacon's programme within and outwith the venue providing a first class service to artists, promoters and other clients
2. The post is responsible for the day to day delivery of a comprehensive technical service and deploys technical resource to meet the needs of the varied arts and events programmes within budget
3. The post contributes to the development of the technical service to the highest standard, reporting on performance and developing new initiatives and best practice that will contribute to the growth of Beacon Arts Centre
4. The post is required to have specialism in one of theatre lighting, sound or stage management.

KEY TASKS

TECHNICAL DUTIES

- To maintain and operate staging, lighting, sound, AV and effects equipment to deliver Beacon's arts and events programme and other services
- Liaise with in-house and visiting / touring companies, promoters and artists to provide the highest standard of service and to ensure specific production and technical requirements are met as far in advance as possible
- Provide technical support, health and safety advice for Beacon's touring and off-site programmes
- Operate room booking software to ensure forward planning, communication of information and contractual obligations for all activity

CO-WORKING

- Supervise and direct freelance / casual crew for effective delivery of the programme
- Support the Operations Team to ensure all spaces are clean, tidy, safe and well maintained

- Support the planning of rotas with the Technical Manager
- Support partner organisations including West College Scotland to deliver placement and work experience programmes

FINANCIAL MANAGEMENT

- Manage set budgets
- Check and sign off freelance / casual crew time sheets for processing by payroll

FACILITIES MANAGEMENT

- Be a keyholder and fulfill keyholding duties including opening and closing the venue in line with Company policy and procedures
- Maintain the Company's equipment inventory in a serviceable and safe condition in line with Health and Safety legislation
- Deliver the Company's equipment hire business

HEALTH AND SAFETY DUTIES

- Deliver safe and efficient working practices in line with Health and Safety legislation
- Carry out risk assessments on all activity for both front of house and technical areas alongside specific assessments for off-site activity supporting the wider team
- Deliver, where relevant, job training for the wider team in risk management and other aspects of Health and Safety at Work including for example, manual handling

OTHER DUTIES

- Attend relevant internal and external meetings
- Contribute to reports for funders and the Board
- Support relationships with internal and external suppliers
- Any other duties as directed by the Technical Manager and the General Manager

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PERSON SPECIFICATION

TECHNICIAN

EDUCATION, QUALIFICATIONS & TRAINING

- Relevant training or experience desirable

SKILLS, KNOWLEDGE & COMPETENCIES

ESSENTIAL

- Experience of technical work and / or production in a cultural venue or with a touring theatre company
- Specific area of technical expertise e.g. stage lighting, sound etc
- Proven ability in planning resources to deliver programmes successfully
- Proven ability in communication across a multi-team/partner environment
- Experience of managing budgets
Knowledge of customer service standards
- Excellent interpersonal skills
- Experience as a collaborative worker
- Proven IT ability

DESIRABLE

- Experience of working across different artforms e.g. visual arts, festivals etc
- Experience of working with specific target groups and / or in a regeneration context
- Knowledge of room / resource booking systems e.g. Artifax
- Experience of preparing rotas and signing off timesheets
- Applied interest in technology
- Experience of working across different artforms e.g. visual arts, festivals etc

OTHER

- Clean driving license

SUMMARY

JOB TITLE

Technician

RESPONSIBLE TO

Technical Manager

CONTRACT

Full time - permanent

HOURS

37.5 hours per week, with regular evening and weekend work

SALARY

£24,600 per annum

HOW TO APPLY

APPLY TO

Tessa Calder,
Finance & HR Officer
recruitment@beaconartscentre.co.uk

ATTACHMENTS REQUIRED

- CV (2 sides A4 max)
- Covering letter (1 side A4 max)
- Name and contact details of 2 referees (referees will not be contacted prior to interview)
- Equal Opportunities Monitoring Form (digital form available on www.beaconartscentre.co.uk/work-with-us)

EMAIL SUBJECT HEADING

Technician

APPLICATION DEADLINE

Monday 7 February, 5pm

INTERVIEWS

10/11 February

START DATE

TBC / dependant on notice period

Should you have any access requirements or need any reasonable adjustments to be made in order to apply for this role, please contact recruitment@beaconartscentre.co.uk.

The Beacon is committed to access, diversity and representation, and we actively encourage applicants from different backgrounds and with different experiences in order to develop and strengthen the organisation, evolve our programmes, and better reflect the communities we serve.

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