



## Glasgow East Arts Company Limited

### JOB DESCRIPTION – Technician – Nine Month Fixed Term Contract

Platform, the arts centre at the heart of the award-winning Bridge complex in Easterhouse is recruiting for a Technician to join our team. We seek an experienced and enthusiastic professional to work with us and support the delivery of all technical requirements and set up for activities across the company.

The Technician is a fundamental role within Platform, at the heart of our operations. For a nine-month period running from September 2021 until June 2022, the successful applicant will form part of our core staff team, working closely with our Technical Production Lead and liaising across the team to ensure all activity is carried out safely and in accordance with current Health & Safety legislation whilst providing the highest level of customer service.

Platform is run by Glasgow East Arts Company (GEAC). We are a strategic partner at The Bridge which launched in 2006 as an aspirational new facility for arts, leisure and learning comprising Glasgow Kelvin College, Glasgow Life's swimming pool and library. GEAC Trading operates the Café Bar at The Bridge.

We work with a range of partners, funders, local organisations and community groups to deliver our cross arts programme both within our building and across the north east of Glasgow and beyond.

Platform is financially supported by Creative Scotland and Glasgow City Council's Communities Fund alongside many other partners from housing associations and community health partnerships to The Robertson Trust.

For further details and to download an application form please go to our website, [www.platform-online.co.uk/latest](http://www.platform-online.co.uk/latest)

Please contact Arts Manager Matt Addicott at [info@platform-online.co.uk](mailto:info@platform-online.co.uk) if you have any questions or would like to discuss the role further.

Deadline for applications is noon on **Thursday 26<sup>th</sup> August 2021** with interviews planned for **Thursday 2<sup>nd</sup> September 2021**

POST	Technician [Fixed Term]
HOURS	35 hours per week over 7 days
SALARY	£22k per annum
REPORTS TO	Technical Production Lead

This post is subject to a Basic Disclosure Scotland PVG check

## **JOB PURPOSE:**

- To support Technical Production Lead in the day-to-day running of the Technical Production of Platform's active programmes:
  - To support in-house and visiting productions and ensuring that work is done safely, spaces are tidy, equipment is rigged and ready for events and activities.
  - To support our event hires function and provide excellent customer service
  - To set-up and ensure all spaces are clean and tidy and ready for programme function

The Technical Production Team support a varied programme of exhibitions, gigs, performances, meetings, talks across all our spaces including our Auditorium and Studio Theatre.

Platform welcomes and work alongside some of the best production companies and designers from across UK and beyond. We also host community events, meetings and other corporate functions. Our Technical Production Team are responsible for the setup of these events, which involves, cleaning, moving furniture and staging as well as elements of sound, lighting and AV.

We are particularly looking for a dedicated and motivated individual who is willing to complete tasks to a high level and can bring a good all-round knowledge of Technical Production to the team.

## **KEY TASKS:**

### **Technical Duties**

- Key holder, responsible for opening and locking the auditorium and all other Platform rooms and spaces
- To load in, rig and prepare scenery, lighting, sound, AV and associated technical equipment as required or as directed by Technical Production Lead
- Welcoming visiting companies, assisting with get-in, rigging, plotting, focusing, operating flying systems, operating lighting/sound/AV when required
- To liaise with in-house and external agencies as well as visiting companies, promoters, and artists to provide a high standard of service and to ensure that their specific needs and requirements are met as far in advance as possible
- To support the maintenance and PAT of all Platform equipment as required by current regulations, as directed by the Technical Production Lead
- Ensure that technical areas are kept tidy and standards are maintained
- Supervise and direct casual and freelance technical staff
- Working with our partners and in-house creative team on elements of design when required
- To provide support to the Platform events programme outwith the main building, across North East Glasgow as required
- To support the set-up of meetings and conferences

- Liaise with Front of House / Operations staff to coordinate performance requirements
- And to keep abreast of the advancement of technical services, equipment and operations – support from the company can be made available here

### **Other Duties**

- Provide excellent customer service to all our visiting companies and hires alike
- Attend relevant internal and external meetings when requested
- Manage and maintain relationships with internal and external stakeholders and partners

### **Desirable Experience**

- Experience of working effectively with amateur and professional performance companies
- Knowledge and experience of lighting; rigging, focusing, plotting, power, DMX runs using an ETC Ion & ETC Express
- Knowledge and experience of sound including rigging and operation of analogue & digital desks
- Knowledge and experience of working with Projection & AV using QLab
- Good knowledge of Windows and Apple products
- Ability to organise & prioritise workload and to work effectively to meet deadlines
- Experience of preparing risk assessments and engage in all aspects of safe and efficient working practices, follow procedures and ensure the use of any safety and PPE equipment

### **Please Consider**

- The work can be physically demanding and includes working at height and carrying heavy equipment
  - It would be advantageous to hold or willingness to obtain an IPAF (PAV) license to allow working at height in some areas of our building
- The role is to work 35 hours per week – these hours will vary according to the programme requirements and will feature unsocial hours (evenings and weekends)
- This description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive, and the job holder will be required to undertake other duties and responsibilities commensurate with the role

## PERSON SPECIFICATION

### Technical Production Lead

Criteria	Essential	Desirable	Evidence
<i>Education, Qualifications &amp; Training</i>	<ul style="list-style-type: none"> <li>• HND / Degree or equivalent in related sector</li> </ul>	<ul style="list-style-type: none"> <li>• Additional CPD or post-graduate qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Certificates</li> </ul>
<i>Skills, Knowledge &amp; Competencies</i>	<ul style="list-style-type: none"> <li>• A clear desire to pursue a career in technical theatre (employment, education, work experience)</li> <li>• Professional working experience in all aspects of lighting, sound and audio-visual work</li> <li>• Technical working experience of outdoor performance and events</li> <li>• Experience of event planning and delivery</li> <li>• Considerable knowledge of Health &amp; Safety practice and current requirements related to the arts sector</li> <li>• Excellent interpersonal skills and experience of delivering quality customer service</li> <li>• Experience as a collaborative worker</li> <li>• Comfortable working at height</li> <li>• Skills in Microsoft Windows &amp; Office 365</li> <li>• Experience using ETC products, specifically an ION</li> <li>• Experience using Digital Sound desks; specifically, an Allen &amp; Heath GLD-80</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working across artforms i.e. music, visual art and performance</li> <li>• Applied interest in technology</li> <li>• Applied interest in sustainable working practices</li> <li>• Ability to work flexibility and adapt quickly</li> <li>• Knowledge &amp; experience of lighting design</li> <li>• Knowledge of DMX protocols</li> <li>• Knowledge of intelligent lighting fixtures</li> <li>• Experience in PAT testing and minor maintenance</li> <li>• IPAF PAV license holder</li> <li>• Experience using QLab</li> <li>• Full UK driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Certificates</li> <li>• Interview</li> </ul>