**LIGHTING, SOUND & VIDEO TECHNICIAN**

**Application Pack**

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GMAC is funded by

 

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**Job Title** – Lighting, Sound & Video Technician

On 1 April 2012, our founding organisations, Cornerhouse and the Library Theatre Company, merged to create the Greater Manchester Arts Centre Ltd (GMAC), a registered charity that is a company limited by guarantee. The merger was the first step in the creation of HOME, an international centre for contemporary visual art, film and theatre. Today, HOME and Cornerhouse Publications remain as trading names of GMAC.

In Spring 2015 we moved out of the Cornerhouse building to our new purpose-built venue at First Street. Building on the heritage of Cornerhouse and the Library Theatre Company, HOME produces the best in contemporary theatre, visual art and film, engagement and creative learning, creative industries, and digital innovation.

GMAC is an Arts Council National Portfolio Organisation that is managed by a board of trustees, currently chaired by Jonty Claypole, Director of Arts at the BBC.

You will be part of an exciting forward-looking organisation working with a wide range of artists, partners, audiences and stakeholders. Our team is enthusiastic, motivated and engaged so expect to be challenged! If you can share our ambition and have the skills, knowledge and experience to do the job, this is a great and unique opportunity.

**Our Ideal Candidate**

You will be a self-motivated technical arts professional, who has some direct experience of working on the delivery of projects and productions in a multipurpose theatre, arts or events venue.

You will have a proven track record, with at least 2 years’ professional experience of delivering a varied artistic programme across a number of venues of varying size, scale and art form.

This is an exciting and challenging role and in a new landmark building in Manchester

**Application Procedure**

Please complete the HOME application form telling us how you meet the Person Specification for this role return with a completed Equal Opportunities questionnaire.

The deadline for applications is **Monday 13th May 2019**

Interviews will take place on **Wednesday 22nd May 2019**

Please email a PDF copy of your application to [claire.fern@homemcr.org](mailto:claire.fern@homemcr.org)

We will confirm receipt of your application and let you know if you have been shortlisted for an interview by **17.00 on Wednesday 15th May 2019**

HOME strives to be an equality of opportunity employer

Thank you for your interest in this post.

HOME (Greater Manchester Arts Centre Limited) collects personal information when you join us as an employee, apply for a job or work with us as a freelancer. We will use this information to manage the recruitment process, conform with employment or payroll legislation, report to funders on our workforce or to comply with other laws. HOME will not share your information with third parties for marketing purposes. For more information explaining how we use your information please see our privacy policy for Employees, Freelancers and Artists at <https://homemcr.org/about/policies/privacy/>.

**Job Description** for **LIGHTING, SOUND & VIDEO TECHNICIAN**

**Purpose**

As member of the Lighting, Sound & Video Department you will work with the Head of Lighting Sound & Video and alongside the Technical Department to deliver the technical requiements of modern a multi artform building, while maintaining the required high standards of production, maintenance and safety of HOME spaces and equipment

**Team** Lighting, Sound & Video

**Responsible to** Head of Lighting Sound & Video

**Responsible for** Duty Management of the department when required, the supervision of Casual and Freelance Staff

**Main Duties**

1. To work closely with the Head of Lighting Sound & Video and alongside the Technical Department in delivery of all productions and projects across the HOME and across all art forms as required.
2. To work as part of the Lighting, Sound & Video department with responsibility for the professional building wide delivery of lighting, sound & video services to all stage performances, gallery events, public events, conferences and related activities within agreed schedules and budgets.
3. To support the cinema and gallery teams in the delivery of their event programme as and when required.
4. Working closely with freelance Production Managers and Creative Teams on lighting sound & video requirements, during the pre-production and production periods of our own produced, coproduced and visiting productions.
5. Ensuring that a high technical standard is sustained for every performance and event building wide.
6. Working on shows in performance, events and projects when necessary.
7. To be part of a team responsible for the safe and efficient fitting-up, rigging, operation and getting-out of all HOME produced, co-produced and visiting company productions.
8. To be part of a team responsible for the safe and efficient use of lighting, sound & video equipment and any other mechanical equipment installed in the building whether permanent or temporary.
9. To be part of a team responsible for the safe and efficient use of the HOME storage areas, including the workshop and offsite storage, ensuring that these are kept in good order and repair.
10. The operation and maintenance of all lighting, sound and video equipment located throughout the building, with the exception of the permanently installed DCP cinema equipment.
11. To act as Duty Manager on productions, events and projects as required.
12. Work closely with the Operations Team to ensure the smooth working of our building.
13. To cover for other members of the department during periods of annual leave and sickness.
14. To contribute to the department as a proactive member of the team.
15. Carry out any other duties deemed relevant to the post by the Head of Department.
16. Implement HOME policies, in particular those around diversity and access.
17. Working evenings and weekends as appropriate.
18. Working in other venues on HOME produced productions & projects as and when required.

**PERSON SPECIFICATION FOR**

**Lighting Sound & Video Technician**

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| --- | --- | --- |
|  | Essential | Desirable |
| QUALIFICATIONS AND TRAINING | Literacy and numeracy to GCSE level or equivalent and a recognised qualification in technical theatre or events | Basic Health and Safety training  Valid First Aid training  Current Tallescope/Aerial platform training/Valid PAL Card for category 3a  An electrical and/or PAT testing qualification |
|  |  |  |
| SPECIALIST KNOWLEDGE  EXPERIENCE  SKILLS | A good understanding of theatre lighting, sound and video systems  Theatre rigging and the use of counterweight flying  Experience of programming ETC Lighting Consoles, using moving lights and other DMX controlled fixtures  Basic mixing live music and theatre sound on a variety of digital sound consoles  Setting up and use of radio microphones  The setting up and operation of video projection systems  Working within a department to maintain, repair and service lighting, sound and video equipment.  A good understanding of Health & Safety and Electricity at Work regulations  Good working knowledge of UK theatre technical practice | Experience of working on touring productions.  Programming of a variety of other lighting consoles  Operation and programming Qlab 4  Knowledge of SSL mixing desks  The making of practical electrical props to a high standard  Experience of working with and implementing production risk assessments |
|  |  |  |
| DISPOSITION & ATTITUDE  PERSONAL CIRCUMSTANCES | Flexible, creative and innovative approach to working in a variety of contexts both formal and informal  A good inclusive and proactive team member  Confident in building relationships and collaborating with a diverse range of people  A creative ‘can do’ problem solver  An informed interest in the type of work presented by HOME  Understanding of Equal Opportunities and commitment to creating a diverse programme, workforce and audience.  Willing and able to work irregular hours – evenings, weekends and bank holidays  This post is based in Manchester |  |

**TERMS AND CONDITIONS OF SERVICE**

**LIGHTING, SOUND & VIDEO TECHNICIAN**

GMAC Ltd has a Staff Manual that provides full details of all terms and conditions of employment as well as staff benefits. The following are the main terms of employment.

**Salary** £19,754 per annum (correct at April 2019) plus overtime & BECTU/TMA get out payments as and when appropriate

**Hours of work** GMAC Ltd has a standard working week of 40 hours inclusive of meal breaks

**Contract Period** Permanent

**Probationary period** 3 months

**Period of notice** 1 month will apply to both employer and employee

**Holidays** 25 days p.a. plus statutory holidays

**Pensions** GMAC Ltd operates a company pension scheme that is available to all staff

**APPLICATION FORM**

## Make sure that you complete all sections of the form. Of particular importance to us is section 6, which is intended to give you the opportunity to demonstrate your suitability for the post.

Type or use black ink.

**1 Post applied for:**

**2 Surname: Forename:**

**3 Address:**

**Telephone:**

**Email address:**

**4 Education and Training**

Give details of any relevant education and training, including dates of any qualifications gained:

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| Details of qualifications gained | Dates |
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5 Employment history

Present employment: (If freelance, give details of last contract)

Position:

Employer:

Address:

Date from:

Main duties:

Present salary:

Previous employment: (Continue on a separate sheet if necessary)

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| Dates  from/to | Employer | Salary | Position and duties |
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**6** **This section is your opportunity to sell yourself as the best person for the job.**

Bearing in mind the detailed job description and the person specification, tell us in your own words why you believe you are a suitable candidate for this position and what particular qualities and experience you would bring to the post if appointed. Continue on a separate sheet if necessary.

# 7 References

*List below two people whom we may approach for professional references. One of these should be your present employer if applicable. Referees will only be contacted if you are offered the position. All references will be strictly confidential.*

1 Name:

Position:

Address:

Telephone number:

2 Name:

Position:

Address:

Telephone number:

**8 Where did you hear about this post?** (Please be specific)

**9 Sign and date the form below:**

Signed: Date:

HOME (GMAC)collects personal information when you join us as an employee, apply for a job or work with us as a freelancer. We will use this information to manage the recruitment process, conform with employment or payroll legislation, report to funders on our workforce or to comply with other laws. HOME will not share your information with third parties for marketing purposes. For more information explaining how we use your information please see our privacy policy for employees, freelancers and artists at

<https://homemcr.org/about/policies/privacy/>.

**EQUAL OPPORTUNITIES MONITORING FORM**

To help HOME in the implementation of its Equal Opportunities Policy, we would be grateful if you would complete the return this form.

The completed form will be separated from your application form and the information you give will be kept confidential and will have no bearing on your application.

**1 Post applied for:**

**2 How did you learn of the vacancy?**

Website [ ] (please state which one) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email listings [ ] (please state which one) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other (please specify)

**3 Gender**

Female [ ] Male [ ] Other [ ]

**4 How would you describe your ethnic origin?**

African [ ] UK or Irish [ ]

Asian [ ] Other European [ ]

Caribbean [ ] Other, please specify

**5 What age group are you in?**

16-21 [ ]

22-29 [ ]

30-39 [ ]

40-49 [ ]

50-59 [ ]

60+ [ ]

**6 Do you have a disability?**

Yes [ ] No [ ] Prefer not to say [ ]

*Thank you for filling in this form.*