

CHICHESTER
FESTIVAL
THEATRE



JOB PACK

ABOUT US



Chichester Festival Theatre is one of the UK's flagship theatres, renowned for the exceptionally high standard of its productions as well as its work with the community and young people.

Our main house Festival Theatre produces and presents ambitious epic dramas and world-renowned musicals; our smaller Minerva Theatre is particularly noted for its bold, provocative new writing alongside more intimate revivals.

The annual Festival season runs from April to November, during which productions originated at Chichester reach an audience of over 230,000. Year-round programming

continues through the winter with the Theatre presenting high-class touring productions, as well as a traditional Christmas show mounted by the acclaimed Chichester Festival Youth Theatre.

We welcome all to enjoy and participate in a variety of theatre experiences, firmly established at the heart of our local community whilst growing our reputation nationally and internationally.

Our Learning, Education and Participation (LEAP) programme is a beacon of excellence and inspiration to its local audience, as well as being home to one of the country's largest youth theatres with over 800 members.

OUR STORY

When Chichester Festival Theatre opened in 1962, it was Britain's first modern thrust stage theatre. Between 1962-65, under its first artistic director Laurence Olivier, CFT provided the nucleus for the newly established National Theatre company.

A major project to restore and upgrade its Grade II* listed building was completed in 2014, and the Theatre now proudly matches its world-class artistic reputation with world-class facilities and spaces.

Over the past five decades, myriad productions originated at Chichester – whether in the 1,300-seat Festival Theatre

or the 300-seat Minerva Theatre – have transferred to the West End or toured nationally and internationally, from musicals to significant new plays and classic revivals.

Recent London and West End transfers from Chichester include the musical *Caroline, Or Change* (which will also be seen at New York's Roundabout Theatre in 2020, with Sharon D. Clarke recreating her Olivier Award-winning performance as Caroline); Ian McKellen in *King Lear*, which was broadcast to cinemas internationally by NT Live; James Graham's new play *Quiz*; and Laura Wade's new play *The Watsons*, adapted from the unfinished novel by Jane Austen.



'THE COUNTRY'S MOST CONSISTENTLY CLASSY REGIONAL THEATRE'

Evening Standard

OUR AIMS

At Chichester Festival Theatre, we believe that the experience of live art has the power to change lives. Our mission is to enrich our communities – locally, regionally, nationally and internationally – through compelling, entertaining and enlightening theatre.

We strive to bring people - artists and those who support artistic work - together in an environment where creatively they can flourish. Alongside our tradition of producing great plays with great actors, CFT seeks out

innovative and exciting voices in order to explore newer forms of theatre, alongside our traditional repertoire.

We are committed to supporting individuals in developing their creative, artistic, personal and social skills alongside a life-long enjoyment and appreciation of the arts. Our ambition is to promote inclusivity, accessibility and diversity, and to ensure rich opportunities for all people, regardless of age, culture and social background, to feel inspired, challenged and excited by the arts.



'CHICHESTER FESTIVAL THEATRE HOSTS WORLD-CLASS PERFORMANCES, BRINGING SOME OF THE TOP SHOWS ON TOUR AND CURATING ITS OWN EXCITING PROGRAMME OF EVENTS'

FACTS & FIGURES

2018/19 highlights



CHICHESTER

Surrounded by beautiful countryside and sandy beaches, Chichester boasts a rich heritage alongside modern convenience.

Chichester has a full range of both major chains and independent shops, bars, coffee shops and restaurants. Attractions include Pallant House Gallery; the Cathedral; Goodwood's famous motorsport events and horseracing; an excellent independent cinema and a Cineworld; the family friendly Weald

and Downland Open Air Museum; and historic splendours such as Arundel Castle and Petworth House.

A 10-minute drive north takes you to the heart of the South Downs National Park, or south to the stunning beaches, with miles of walking and cycling trails.

The major cities of Brighton and Portsmouth are less than an hour away, and trains to London take 100 minutes.

Left: West Wittering beach
Right: Halnaker windmill
Bottom: Chichester city centre



'ONE OF THE BEST PLACES OUTSIDE LONDON TO CATCH HIGH-QUALITY DRAMA'

Sunday Times

COMMUNITY



CFT is committed to taking its work well beyond the Theatre to engage and inspire people of all ages, and explore what we can offer to people who may not find it easy to watch a performance in the usual way.

An extensive range of activities, workshops and events for people of all ages, abilities and social backgrounds, combined with a vibrant outreach and community partnerships programme, involve over 62,000 participants every year.

Among our ongoing initiatives are the **Ageless campaign** which aims to raise £100,000 each year to help people face the challenges of ageing, illness and isolation

through theatre and live art; **CFT Buddies**, which provides a free companion for those who don't feel comfortable attending a performance alone; an annual **FestivAll** celebrating the talents of local young people with additional needs; and an extensive range of **Access** performances including relaxed, signed and captioned performances, and **dementia friendly** activities.

Each week, over 800 young people join our **Chichester Festival Youth Theatre** sessions at nine different locations across West Sussex.

'We have two world-class theatres on our doorstep and everybody should have a chance to enjoy them.'
CFT Buddy volunteer

WE PEOPLE

CFT has a dynamic, cheerful and collaborative working environment. Many of our departments are based in an open plan office wrapped around the Festival Theatre stage, with views onto Oaklands Park, ensuring we work closely together and establish strong and mutually supportive relationships.

We have 80 permanent staff in roles ranging from Technical and Producers to Finance, Marketing to Theatre Management, Development to Engineering, and Learning, Education and Participation. Every department is integral to the Theatre's work and our world-renowned productions.

During the Festival season we welcome additional staff to our Technical departments, including Wigs and Wardrobe, Props, Stage, Lighting and Sound. Many people return each year but we always enjoy welcoming new faces too. Regular company meetings hosted by the Artistic and Executive Directors and a staff newsletter keep us in touch with what's happening, and throughout the Festival season there are meet and greets with the acting companies and the opportunity to attend press nights, parties and other social events. CFT believes professional development is important for all our staff; training and short courses are encouraged and readily available. We also offer apprenticeships, work placements and traineeships.



STAFF BENEFITS



Complimentary Friends Membership and tickets to shows

Cycle to Work Scheme

Discounts on gym membership and in other local businesses

Holiday Buy – Salary Sacrifice scheme

Pallant House Gallery free admission

Annual Leave increasing with length of service

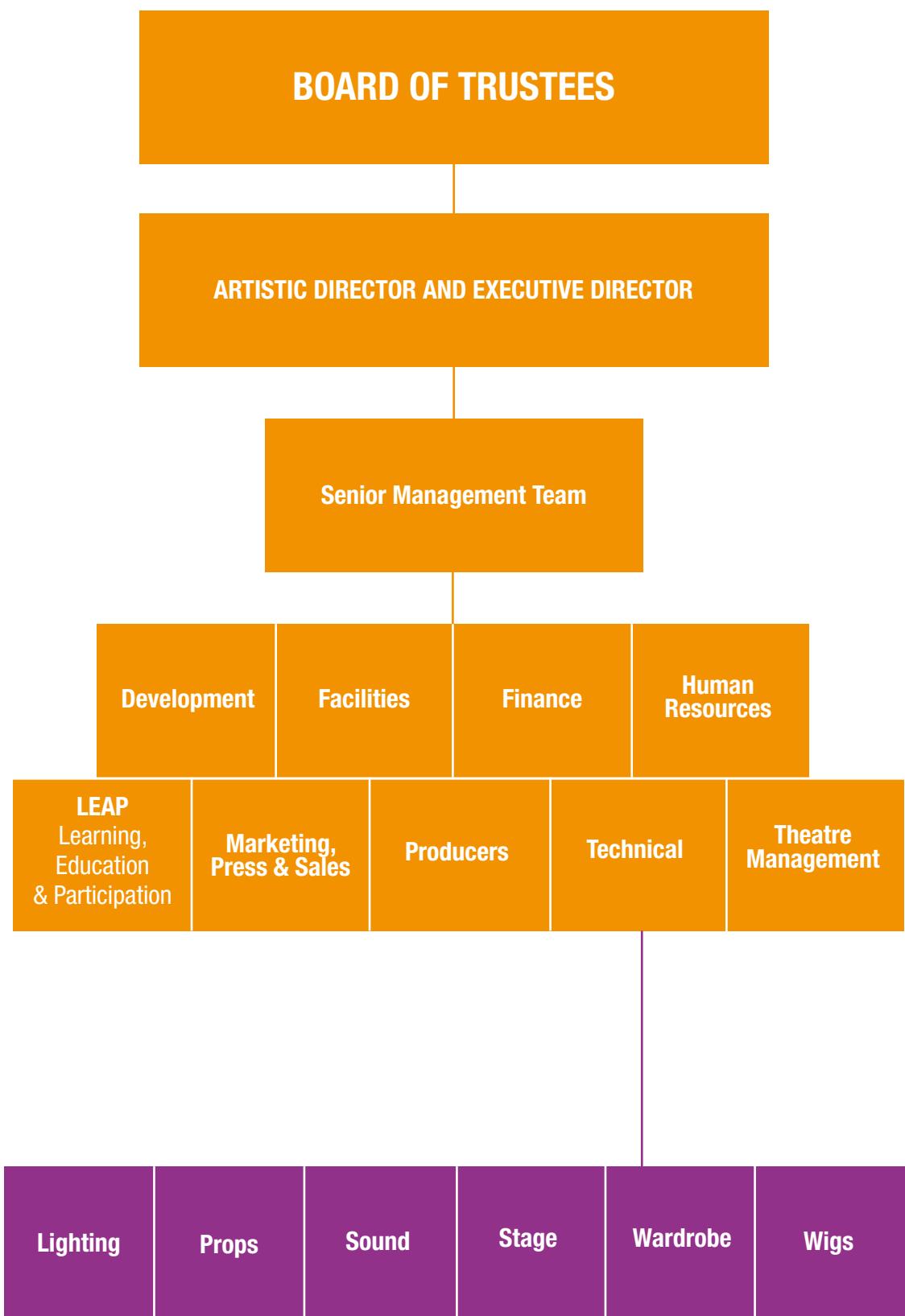
Discounts at Theatre cafés and restaurants

Generous CFT contribution to staff pension

Eyecare vouchers

Above right: The original maplewood stage flooring has been preserved in our Green Room, so staff and artists now literally tread in the footsteps of Laurence Olivier.

ORGANISATION CHART





JOB DESCRIPTION

Post: Video and AV Technician (Multi-Skilled)

Responsible to: **Head of Sound**

Responsible for:Apprentices and trainees

Contract: **Fixed Term - 12 months**

Salary: £24,000 - £26,500 based on experience

PRODUCTION DEPARTMENT STRUCTURE

The Production and Technical Department is an integral part of CFT, responsible for realising all shows and events across the site throughout the year. There is a small full-time team across the Lighting, Sound and Stage disciplines, augmented by up to 60 additional staff including Wardrobe, Wigs and Props teams who are recruited seasonally as required by the productions.

The department ensures that productions created at CFT between April and November, as well as the touring productions hosted over the winter months, are run efficiently and effectively across our two modern, well-equipped theatres and other spaces on site.

CFT produces a varied mixture of drama, musicals and world premieres, and the team get the opportunity to work with the country's leading creative artists. Many of CFT's productions transfer to London or tour nationally and internationally. Throughout the year, CFT also hosts a number of other events and activities with which the department is fully engaged.

VIDEO AND AV TECHNICIAN (Multi-Skilled)

A full-time fixed term position, line-managed by the Sound Department and working across the Festival and Minerva Theatres and other performance spaces.

JOB PURPOSE

Providing video engineering and technical support to visiting creative teams, as well as looking after all AV requirements across the organisation. The Video and AV Technician also provides technical support and operation for the busy events programme across the CFT site, working with the full-time Sound and Lighting HODs and Deputies as well as seasonal engineers, trainees and apprentices.

KEY RESPONSIBILITIES

- Work closely with Video designers, creative team members and production video staff providing technical support
 - Unload, fit up, rig and install video and AV systems and equipment
 - Be responsible for maintaining, fault finding and repairing video systems on a daily basis
 - De-rig, pack down and load out video and AV systems
 - Prepare and maintain accurate plots and records, detailing all aspects of productions and other performance-related equipment, to enable the accurate reproduction of a production's video requirements

ROLE

SPECIFICATION

- Participate in get-ins, fit-ups, rehearsals, performances, changeovers and get outs
- Be responsible for all AV requests, setting up and operating projection and/or video equipment, sound and lighting equipment for presentations and events across the site
- Specify, resource and hire equipment for events, presentations and shows as required
- Capture, resource, mix and edit video and audio recordings for presentations, streaming, sharing or for archive purposes
- Receive, collect and load/off-load sound, lighting and ancillary equipment as required
- Collect and return equipment from and to storage areas
- Assist the Sound, Lighting and Stage teams with engineering, rigging, servicing, installation projects and operation as required
- Ensure that Video, AV, Sound, Communications and Lighting equipment is deployed in a clean, orderly and tidy condition; take appropriate care of all items and ensure that the work areas, sound studio, workshops, control rooms and storage areas are kept clean and tidy
- Assist with first-line maintenance of technical equipment, in accordance with manufacturers' recommendations and training received in liaison with the Heads of Departments
- Take a proactive and supportive approach to working with apprentices and junior staff members
- Undertake training as required, instructing others in the use of technical equipment
- When required, appear on stage in appropriate clothes or costume in order to carry out specific duties
- Maintain general knowledge and awareness of Health and Safety policy and procedures and its implications for working on stage and across the organisation
- Use computers for creation of content, design of systems and documentation
- Undertake Portable Appliance Testing further to CFT training as required
- Wear protective clothing and footwear when required
- Ensure a safe working environment in technical areas and in other areas is maintained

This list of responsibilities is not exhaustive and the employee will be required to perform duties outside of this as operationally required and at the discretion of the Head of Sound.

The job will at times require unsociable working hours.

RESPONSIBILITIES OF ALL STAFF MEMBERS

- Be aware of the work of the other departments in the achievement of CFT's aims
- Take an active part in communicating and co-operating with other staff and departments
- Follow guidelines, procedures and policies provided by the company in relation to financial management and personnel records
- Work in accordance with the Equal Opportunities policy of CFT
- Be aware of, and comply with, the rules and legislation pertaining to Health and Safety at work
- Take part in such working groups and committees as might from time to time be required for the fulfilment of departmental and/or company aims
- Maintain a clean and safe working environment at all times



VIDEO AND AV TECHNICIAN (MULTI-SKILLED)

PERSON SPECIFICATION

Essential Criteria

- Knowledge and experience of Video and AV equipment including rigging of projectors, screens and control systems
- Experience of various software to include at a minimum Qlab, Powerpoint and Microsoft productivity software
- Experience of operating basic PA and lighting systems
- Experience of technical theatre in a producing environment
- Experience of video and audio editing and authoring
- A sympathetic approach to creative concepts and the ability to realise the requirements of Designers, Directors and other creative team members
- The ability to be self-motivated and work well as part of a team under minimum supervision
- A proven interest in video as a creative artform and its application in theatre and live events
- An ability to work at height using appropriate access equipment safely
- Excellent punctuality and good time management
- An open mind to new and different ways of working and the ability to acquire new skills when needed
- The ability to communicate with staff at all levels
- The ability to work well under pressure
- Ability to plan and prioritise work effectively
- Good communication skills – both written and verbal
- Commitment to finding innovative and reliable solutions to the challenges of design and delivery of the company's work
- Flexible approach to working, including the ability to work unsocial hours
- Interest in and commitment to making theatre accessible to all community sectors, and to CFT's Equal Opportunities Policy

Desirable Criteria

- Experience of media servers and software such as Catalyst and D3
- Use of Eos family desks for the programming and operation of media servers
- Experience of video and audio editing software such as Final Cut ProX and Reaper
- Experience of Qlab programming in relation to video
- Sound engineering experience including use of microphones, PA systems, live mixing and creation of sound effects
- Lighting engineering experience including rigging and focussing lighting equipment and lighting control system programming and operation
- Experience in film making and the creation of video content
- Experience in IT, Networking and digital communication equipment
- A practical knowledge of LOLER, PUWER and other relevant Health and Safety regulations
- Technical drawing skills
- Knowledge of CAD or Vectorworks
- Formal technical theatre qualification
- Full UK Driver's Licence

FURTHER INFORMATION

This post is part of Chichester Festival Theatre's Sound Department and is based at Chichester. Flexible working will be required according to workload and will include regular evening and weekend working. There will be some travel outside of Chichester, mainly to London.

HOW TO APPLY

Recruitment Process

Please complete the application form and return together with a current CV to HR@cft.org.uk.

We will email all unsuccessful candidates to tell them they have not been shortlisted for interview. Due to the high volume of applications we receive, we cannot always guarantee to give feedback although we will try to do so where possible. All appointments are made subject to satisfactory references and proof of eligibility to work in the UK.

If you require any support to submit an application for this role (alternative methods of application are available), please email HR@cft.org.uk.

Equal Opportunities

We believe diversity is about celebrating and valuing individuals. The Theatre has an equality of opportunity approach and aspires to give everyone the chance to achieve their potential.

We would be grateful if you could please complete our Equal Opportunities [survey](#).

Chichester Festival Theatre is committed to safeguarding and protecting the children and young people we work with. We ensure a range of policies and procedures are in place which promote safeguarding and safer practice across our organisation.



'THE JEWEL IN THE CROWN OF REGIONAL THEATRES'

Daily Telegraph



01243 784437 cft.org.uk

Oaklands Park, Chichester, West Sussex PO19 6AP

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