



JOB DESCRIPTION & PERSON SPECIFICATION
TECHNICAL THEATRE COORDINATOR (Full Time)

The Old Fire Station is a centre for creativity in Oxford housing two organisations: the homelessness charity Crisis and Arts at the Old Fire Station (AOFS). We share our building.

AOFS encourages people from all backgrounds to understand and shape the world in which we live through stories, creativity and the arts, and by connecting with others.

ART IS FOR EVERYONE. EVERYONE HAS POTENTIAL.

At AOFS, we

- produce and present across art forms
- help people to be creative
- support artists
- include people facing tough times because of disadvantage
- work with communities across Oxford

In everything we do, we consider

- facing the climate emergency
- unlearning discrimination
- being human friendly
- experimenting and listening
- building financial resilience

We do this by

- good quality relationships
- listening and learning
- encouraging creativity and risk-taking
- offering a public space which is welcoming to all
- working collaboratively online, outside and elsewhere

Essential to delivering our shared mission is the participation of Crisis members (homeless people using Crisis' services) in our work.

Organisational Relationship and Accountability:

Line managed by: Digital and Technical Manager

Works closely with: AOFS Deputy Director, CSO Facilities Manager, Visual Arts Programme Manager, Front of House Manager and Front of House Co-ordinators, Freelance Technicians, and all those assisting in a technical capacity who may include volunteers, Crisis Members, colleagues at Crisis Skylight, and young persons.

Salary £23,000 at 37 hours

Hours to be agreed is worked over a flexible pattern, which will include evening and weekend working. AOFS works a TOIL (Time Off In Lieu) system.

Miscellaneous – This post will involve heavy lifting and work at heights.

Main duties and responsibilities:

Technical

- To manage and carry out technical duties including but not limited to; rigging, focussing, sound set-up, live mixing, AV operation and other physical tasks necessary for a professional presentation of all performances and events.
- Work alongside the Digital and Technical Lead to lead on maintenance of equipment, fixtures and fabric of the theatre and building. Ensure that all technical equipment is fit for purpose, correctly stored, maintained and documented, and used appropriately when required.
- To take responsibility for maintaining an up to date inventory of all AOFS technical equipment including consumables. Make recommendations for any technical equipment improvements.
- Providing technical requirements for incoming companies and hirers and take on a wider responsibility with companies by communicating with them to gain the relevant technical requirements for their event.
- To run Digital online shows and workshops when required over Zoom and run events, shows or interactive experiences via livestream.
- To work closely with the Front of House team to ensure a high level of customer service across all events including AV support.
- Alongside other members of the team, ensure that all spaces are prepared properly for use by those hiring or using them.

Health and Safety

- To work with the Digital and Technical Lead to ensure Health and Safety policies remain up to date. To take responsibilities in Health and Safety when working in the building and assess Risk Assessments per event and performance.
- To ensure that visiting companies comply with our safe working practices and Health and Safety regulations, ensuring the company comply with the most up to date legislation.

Training

- Be responsible for organising and running training sessions for Freelancers, Volunteers, Crisis Members and Young People, liaising with the Digital and Technical Lead for set-up, implementing and reviewing training sessions.
- To communicate the technical information required with AOFS Staff and Companies in order to organise and run online or in person workshops.

- To lead on Freelance inductions to integrate new members into the Technical Team, working with members of AOFS and Crisis Staff to organise induction days.

Management

- To take responsibility for the Technical Team staff rota and ensure all incoming events and performances are covered by a member of the Technical Team, a freelancer or, a trainee or volunteer with the appropriate support.
- To manage Freelance Technicians, Volunteers, and Placements when on duty under the guidance of the Digital and Technical Manager
- To support the inclusion of Volunteers, Crisis Members and Young People on technical aspects of theatre.
- In conjunction with the Technical Manager and FOH team share responsibility for lock-up procedures and security in the building.
- To undertake any other duties relevant to this post as required by the AOFS Technical Manager.
- To undertake wider administration for the company as and when required.

What we are looking for

Essential – If you have all of these, please apply.

- 2+ years working in a varied professional technical theatre venue or technical events background
- Experience in managing people on duty, in a production setting or as part of a team
- Experience in managing incoming shows in a venue, liaising with the company for technical requirements and running events/shows to a high standard
- Ability to offer companies alternative solutions to a sound or lighting design to fit venue needs
- Demonstrate an ability to run inductions and training sessions with other technicians, companies or staff
- Ability to develop and run training sessions in technical theatre ie manual handling, health and safety, or lighting and sound tutorials
- Experience based skills and/or basic qualifications in appropriate areas, in particular technical theatre work and electrics
- Demonstrate expert knowledge and experience of technical theatre (e.g. lighting, sound, video)
- Experience of planning and running technical maintenance, including PAT testing and inventory
- Ability to interpret, explain and develop technical plans and designs
- Experience in interpreting Risk Assessments for events and performances

- Experience of implementing and managing health and safety objectives in an event/performance context
- An ability to work in an organised and tidy manner when carrying out Technical work.
- The ability to work under pressure and multi-task
- A working understanding of and commitment to equal opportunities, in particular with regard to work with vulnerable adults.
- Excellent communication skills (verbal and written)
- Good Microsoft Office skills and experience
- The ability to work evenings and weekends
- A willingness to undertake appropriate training
- Energy and enthusiasm to be part of a small team
- Interest in the Arts

Desirable – if you don't have all (or any) of these, don't worry. We can teach you.

- An understanding of ETC Ion Lighting desk, Soundcraft SI Compact desk, and Blackmagic Atem Mini Pro streaming service
- An Electrical/City and Guilds Qualification or Technical Theatre Qualification
- Qualifications in Working at Height, Manual Handling and Stage Electrics
- Ability to use CAD programs like LXFfree, Vectorworks or AutoCAD
- Experience writing Risk Assessments for events, shows or productions
- Experience of training others and developing a training program for large groups of young people, volunteers or technicians
- Experience managing a technical team, production team or freelancers in the theatre or events industry
- Experience using Outlook
- Experience of working in an Arts environment
- Experience working in a small team
- Experience working with vulnerable adults
- Qualifications in First Aid, Fire Marshall, Health and Safety
- An eye for detail and ability to complete tasks

General

- As an equal opportunity employer, we recognise the diversity shortcomings of our industry and are committed to driving change and supporting employees to provide an inclusive workplace.

- We expect staff to have a commitment to unlearning discrimination in order to become a more inclusive organisation
- We recognise the major impact that climate change is having on our world. We work as an organisation and with partners in the city towards a low-carbon sustainable Oxford. All staff are expected to share this responsibility and support this work.
- All staff are expected to be able to support and supervise volunteers and trainees on placements, including Crisis members as part of our Training Scheme
- The Old Fire Station requires an open, creative and flexible approach to the work. This job description is a guide to the nature of the work required. It is not fully comprehensive or restrictive. This job description will be reviewed with the post holder annually.
- The post-holder will be expected to carry out the duties of this post in line with the Old Fire Station's policies and procedures and in line with all relevant insurance, legal, health and safety obligations.
- The post holder will have input into artistic and business planning and strategies, as part of an inclusive practice,
- We are a small team, and all staff are expected to support work across the organisation in a practical way, not just in their own area.

We welcome and encourage applications from individuals without formal education and/or who identify as:

- D/deaf and/or disabled
- Neurodiverse
- Working-class, benefit class, underclass
- LGBTQ+
- Global majority* and/or migrant

*This includes people of Black Caribbean, Black African, South Asian, East Asian, South East Asian, Middle Eastern, Arab, Latinx, Jewish, Romany and Irish Traveller heritage

Conditions of service

- 37 hours per week, evening and weekend work essential
- The post is subject to a six-month probationary period.
- There is an annual leave allowance of 25 days (pro rata) plus Bank Holidays, some days need to be taken at specified times during the year.
- Additional work-related travel expenses (not including travel to and from the office) will be payable in line with the relevant conditions and rates agreed.

Application Deadline: Monday 14th June at 10am

Interviews 5th and 7th July in person with practical exercises.

How To Apply:

Please e-mail recruitment@oldfirestation.org.uk with a covering letter and a CV. Please also take time to fill in the [demographics monitoring form](#).

We are keen to learn more about the people interested in working with us and it would be really helpful if you could fill in the demographics monitoring form on the website. This is anonymous and is for us to assess how well we are doing in terms of attracting applications from people who experience discrimination (ie. Racism, disability or class among others)

Have some questions?

Technical Manager, Rachel Luff at rachel.luff@oldfirestation.org.uk is available if you want to discuss the role before applying. You can e-mail your question to us, or ask us to give you a call.

There will be a webinar on the 9th June at 5.30pm if you want to know more about what its like to work at the Old Fire Station. Just e-mail recruitment@oldfirestation.org.uk and you will be sent a link.

What to include in your covering letter:

Here are some questions that might help you with your covering letter:

- Let us know what attracted you to the job. Was it the organisation, or the role itself or some combination of factors?
- Let us know how your interests, knowledge and skills match the job description and person specification.
- If you have been on a course, had some formal education or training that you think is relevant to the post, let us know about it.
- Your CV will cover your work and/or voluntary experience, but it can be helpful in the covering letter to show how you think these experiences would be useful in this role.
- We commit to interviewing people who have a disability if they meet the minimum requirements of the job description. Please note at the end of your application letter if you self identify in this way.

If you are invited to interview you will be asked for the following information at this stage:

Two references

Details of any convictions of a criminal offence other than a spent conviction

How we can help you to feel comfortable at interview (for example do you need level entry to the interview room, prefer a particular pronoun).