

Production Technician

The Bush Theatre is looking for a creative, experienced, and enthusiastic Production Technician to work with the Technical department to realise the creative ambition of our productions.

The successful candidate will play a key role within the technical department, responsible for smooth and efficient day to day running of the technical aspects of the theatre including managing freelance staff, equipment and being a main point of contact for our creatives in achieving their artistic vision.

Average 21 hours per week on an annualised hours basis excluding breaks. 357 hours across a 17 week period. Any hours worked above this are subject to overtime.

In practice this means you will work flexibly for example, working additional hours during fit-up weeks and tech, and less hours during show runs and dark periods.

Please note that this position requires working on site.

How to Apply

We want you to have the opportunity to really tell us about yourself and explain why this position is right for you in whatever way feels most appropriate. Send one of the following, alongside a basic CV:

- A personal statement (500 words max)
- Presentation - Keynote or PowerPoint
- Short video or sound file (5 minutes max)

All applications will be judged on content not on format. We have suggested some options above, but if you would like to suggest an alternative let us know.

All applications should address the following questions:

- Tell us a little about yourself and why this position interests you.
- Tell us what experience you have had that means you meet the person specification outlined in the job description; include practical examples.
- What would you be bringing to this role?
- Do you have any qualifications you want to tell us about?

1. Read the Job Description and Person Specification.

2. Apply through our recruitment portal Breathe HR. Include a CV.

You can upload video or sound files using the We Transfer service <https://wetransfer.com/>. When using this service, please include the We Transfer link in your Breathe HR attachments by including the link in your CV or submitting it on a separate document.

3. Complete our Equal Opportunities Monitoring form. This helps us to better understand if our recruitment practices are accessible and equitable to all.

If you have any need for this information in a different format please contact our Theatre Administrator Joanne Leung by emailing jobs@bushtheatre.co.uk or phone 0208743 3584.

Deadline for applications: Midnight on Friday 30th August 2024

1st Interview Date: Monday 9th September 2024

2nd Interview Date: Thursday 12th September 2024

Interviews will take place **in person** at the Bush Theatre, 7 Uxbridge Road.

We produce new plays and develop artists who see the world from a different vantage point and write stories for the many communities of contemporary London. Our diverse team and their range of experiences are vital to the Bush's success, but we still have work to do to make sure they fully represent the communities we serve. If you are excited about this role and the work we do, we want to hear from you even if you don't meet every criteria. We are particularly keen to receive applications from underrepresented and marginalised groups such as people of North African, Sub-Saharan African, West Asian, East Asian, Southeast Asian, South Asian, Pacific Islander and Indigenous backgrounds, Migrants, LGBTQIA+ people and those who are disabled or neurodiverse.

Minimum Criteria Guaranteed Interview Scheme

As part of our Minimum Criteria Guaranteed Interview scheme, we will offer an interview to disabled candidates who meet the essential criteria for the role. If you consider yourself to have a disability or long-term condition and would like to apply through this interview scheme, please let us know by stating anywhere in your application: 'I would like to apply through the Minimum Criteria Guaranteed Interview scheme.'

Data Policy

Your application and any associated personal information will be stored and processed in accordance with our Data Policy and destroyed after six months. We will keep your equal

opportunities form for a period of up to 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are engaged by us, the information you supply will be kept securely and form part of your record with us.

Production Technician Job Description

Responsible to: Technical and Buildings Manager
Working closely with: Technical department, Production teams

Background

Bush Theatre

Opened in 1972, the Bush Theatre is internationally renowned as *'the place to go for ground-breaking work as diverse as its audiences'* (London Evening Standard).

A champion of playwrights and operating in one of the most culturally diverse areas of London, the Bush Theatre has a commitment to its local community and the wider artistic community. Braiding these two strands of work together, the Bush produces an engaging and challenging programme that reflects the world we live in.

Recent successes include multi-award-winning productions *Red Pitch* by Tyrell Williams, *Lava* by Benedict Lombe, *Sleepova* by Matilda Feyişayo Ibini, and *Invisible* by Nikhil Parmar. Richard Gadd's *Baby Reindeer*, Igor Memic's *Old Bridge*, and Waleed Akhtar's *The P Word* won the Olivier Award for 'Outstanding Achievement in an Affiliate Theatre' in 2021, 2022 and 2023 respectively. In 2023 the Bush was joint winner of The Stage's 'Theatre of the Year' alongside the Lyric Theatre, Belfast and produced Sir Lenny Henry's first play *August in England* which was directed by Bush's Artistic Director Lynette Linton and Associate Artistic Director Daniel Bailey.

Since re-opening in March 2017 after a year-long £4.3 million renovation by architects Haworth Tompkins, the Bush has continued to create a space where all communities can be part of its future and call the theatre home.

[Meet the Bush team](#)

Purpose of the role

- To work closely with the Technical and Buildings Manager to be responsible for the smooth and efficient day to day running of the technical aspects of the Bush Theatre's productions, events and related projects, with a focus on get-in and tech periods where required

- To be a point of contact for creatives (in particular set, lighting and sound designers) in achieving their artistic vision to the highest standard, within agreed timescales and budgets;
- To be responsible for maintaining all technical equipment as well as keeping up to date with advances in technical equipment that may be used in productions;
- To manage the casual technician pool and support the Technical and Buildings Manager with recruitment and training;
- To assist the Technical and Buildings Manager in ensuring all work and productions meet Health & Safety requirements.

Main Duties and Responsibilities

Productions

- To work as part of The Bush Theatre's production team with the Technical Manager and freelance staff on all activities;
- To be a Duty Technician and fire marshall during performances when required- powering up equipment for the show, liaising with the FOH team, troubleshooting and powering down at the end of the evening;
- To support the artistic policy of the Bush Theatre and assist the Technical and Buildings Manager as required;
- To liaise with and support freelance lighting and sound designers in particular during tech and preview weeks, and be a point of contact for all creatives across shows;
- To liaise with visiting companies to the Bush Theatre, advising on and supporting their visit to the Bush and being a point of contact for them alongside the Assistant Producer, Producer and Events Manager as suitable;
- To lead, with the Technical and Buildings Manager, on technical aspects of fit-ups and production week, including rigging, focusing, and plotting lights and sound as necessary;
- Manage turnarounds and technical teams as required with support from the Technical Manager;
- To work closely with other departments to ensure the building and all events operate smoothly and efficiently.
- To assist the Technical and Buildings Manager in looking after the building, keeping FOH areas presentable and office PAT testing.
- In consultation with the Technical Manager and Producer;
 - a) To operate shows as required;
 - b) To assist in the technical set up for performances designated as captioned or audio-described performances;
 - c) To keep timesheets and track hours as required by the Technical Manager.

Equipment

- To ensure that both theatre's technical, lighting, sound, video and domestic equipment is properly maintained by planning a rolling programme of work throughout the year, informing the Technical Manager of any maintenance requirements or technical problems;
- Controlling stock, advising on replacement or additional equipment, and ensuring service records and manuals are retained and updated in conjunction with the Technical Manager;
- To be responsible for maintaining the theatre, workshop, electrical store, storage facilities and backstage areas at all times;
- To ensure that all theatre areas are in a presentable and safe state, fire exits are clear, and any damaged equipment is reported and fixed;
- To be responsible for organising and fulfilling all statutory electrical inspections including PAT testing of all company equipment, advising the Technical Manager and General Manager of any works needing to be carried out;
- To maintain and develop good relations with local and national suppliers, seeking out competitive deals for hires and equipment and ensuring prompt returns at the end of each production;
- To assist the Technical Manager & General Manager in implementing all environmentally sustainable initiatives.
- To carry out general building maintenance as required.

Health and Safety

- To abide by and promote the theatre's health and safety policy in conjunction with current health & safety legislation, and ensure that all members of the acting company, freelancers, contractors and freelance stage management personnel are trained in and comply with emergency and safety procedures;
- To set a good health & safety example to all permanent Bush staff, casual/freelancers, volunteers & public;
- To ensure that the Bush safeguarding policy and reporting process is adhered to by all permanent staff, casual/freelance staff, volunteers & public;
- To ensure that all technical staff are familiar with the theatre's fire evacuation procedures, and act as fire marshall as required;
- To work closely with the General Manager and Technical Manager to develop and implement risk assessments and ensure that all fit-ups are run in accordance with CDM Regulations 2015;
- To give health & safety inductions to all visiting companies, freelance staff & contractors in conjunction with the Technical Manager;
- Be a first aider on behalf of the Bush Theatre.

Casual Staffing

- To deputise for the Technical Manager to manage the casual pool including across turnarounds, fit-ups and get-ins as scheduled and to take responsibility for these events on shows as required
- To work with the Technical Manager to continue to train the casual pool and ensure they are up to date on latest practices and building equipment.
- Where suitable, to recruit and train up new casual technicians to build the casual pool and to coordinate this with the Technical Manager accordingly

General

- Attend read-throughs, sharings, previews, press and supporters' nights and other Bush Theatre events as required;
- Attend weekly company and operations meetings;
- Actively deliver green policies and practices for the department;
- Adhere to and actively contribute to Bush Theatre policies, including Equalities (including diversity, access, and equal opportunities), Environmental and Health & Safety;
- To maximise income and minimise expenditure wherever possible without jeopardising the quality of the work or the reputation of the Bush Theatre;
- To act always in the best interest of the Bush Theatre;
- Carry out any other duties as may be reasonably required.

Person Specification:

Essential

- Experience as a Technician in a Theatrical venue;
- Experience leading a small team on a fit-up or similar;
- Good general technical knowledge;
- Knowledge and practical experience of Health and Safety;
- Knowledge of and experience of working at height practices;
- Excellent team worker with strong organisational and time management skills and the ability to work under pressure and to deadlines;
- Ability to exercise initiative, take personal responsibility and resolve issues independently with a focused attitude to work;
- Excellent verbal and interpersonal communication skills;
- Good level of IT literacy (G-Suite);

- An interest in the theatre and an enthusiasm for working in a socially engaged and culturally diverse environment;
- Flexibility in relation to duties and working hours, which will include evenings and weekends.

Desirable

- A passion for the Bush Theatre and its work;
- City & Guilds electrical qualification;
- A valid first aid at work certificate;
- A full driving licence;
- Experience in carpentry and scenic construction;
- Experience in using power and workshop tools.

TERMS & CONDITIONS

These terms are flexible and we are open to this being a part-time or fixed term role.

Hours: Average 21 hours per week on an annualised hours basis excluding break. 357 hours across a 17 week period. Any hours worked above this are subject to overtime and includes regular daytime, evening and weekend shifts.

Salary : £27,500 per annum pro rata (£16,500 for this part-time role)

Holidays: 30 days per annum inclusive of Bank Holidays (pro rata)

Rising to 31 days after two years' service

Rising to 32 days after four years' service

Probation: Three months

Contract type: Fixed term until September 2025, with the potential to become a permanent contract.