Jacksons Lane  
Duty Technician  
Recruitment Pack

Working life at Jacksons Lane  
  
Working life at Jacksons Lane is vibrant and exciting, with our building hosting a wide range of different activities throughout the year including lots of cross-departmental collaboration. As an organisation, we strive to create excellent customer experiences in all aspects of our work, whether that be with our artists, our audiences, participants in our creative learning programme, or users of our studio spaces and facilities.   
  
Our team is a made up of a group of highly passionate and enthusiastic people, focused on making a real difference to those individuals that we work with. By recognising the strengths and unique qualities of each member of the team, we work with a generosity of spirit and a respect for each other, acknowledging that we are ultimately working towards the same goals and that it is only through a unified approach that we are able to achieve this.

Our Artistic Work

Jacksons Lane is the leading presenter, supporter and producer of contemporary circus in the UK. We nurture artists through Artist residencies, mentoring and advice, and by providing theatre space for previews and scratch performances, in addition to premium studio space to devise and rehearse new work. Our 170 seat auditorium hosts a variety of events throughout the year including our own Postcards Festival. As one of the leading venues for the London International Mime Festival we also showcase our other core artistic strand of Physical and Non- Verbal Theatre alongside our programme of Family Performances.

We have strong networks throughout the industry, both nationally and internationally, and we represent Jacksons Lane and the UK Circus scene at a variety of industry events across the world. We are passionate about providing a platform at Jacksons Lane to showcase international work, and currently around 40% of our visiting artists come from outside the UK, across over 60 countries and as far as Australia and Canada.

As an Arts Council England National Portfolio Organisation we also produce and coproduce our own work, which we tour both in the UK and abroad in order to bring British work to an international audience. We have won multiple awards for this work including our highly successful production ‘Knot’ by Nikki and JD at the Edinburgh Fringe in 2019.

Our Creative Learning Work

With its roots as a community centre, Jacksons Lane remains an essential hub for arts and community work in North London. With over 65,000 visitors to our venue each year we work hard to overcome traditional barriers to the arts by collaborating with our community partners and funders to make the arts more accessible. We focus on using the arts to increase confidence, reduces isolation and improve overall wellbeing.

Our comprehensive Creative Learning programme works directly with over 1,000 people across all ages each year and provides creative and wellbeing activities to older people in supported housing schemes, theatre projects that focus on women’s safety and a range of activities for young people including JL Circus, a series of workshops and classes teaching circus skills to young people. Our work has continued online throughout the pandemic through the ‘Quarantine Sessions’ and ‘Lockdown Lunch’ with great success. Feeling Good is Jacksons Lane's project to help reduce social isolation as a result of the COVID-19 pandemic. We partner isolated and vulnerable people with friendly volunteers, and through regular conversation and creative and wellbeing activities our beneficiaries gain confidence and are able to reconnect to their community.

Since it began 45 years ago, Jacksons Lane has also run an event on Christmas Day, each year inviting socially-isolated older adults to our building and providing them with food, gifts and entertainment. This year, despite the restrictions imposed by the COVID-19 pandemic, we were still able to reach out to 250 older adults across our area through a delivery service of food and gifts while still providing the all important social contact and friendly conversation.

Our Next Chapter

In order to continue our vital work and to ensure we are well-positioned to meet future demands, Jacksons Lane closed in November 2020 to begin work on a long anticipated Capital Refurbishment project. The works have been designed to reimagine the spaces in our home on Archway Road, to enable us to provide an exceptional cultural experience for everyone who visits our venue.

Working with award-winning architects Citizens Design Bureau, the project is also ensuring that Jacksons Lane will be fully accessible for the first time and will ensure our environmental and financial sustainability. The much needed renovation of our historic building will improve our studios and theatre for both artists and audiences, and upgrade our facilities so they are more welcoming to all visitors and users.

The work is due to complete this summer and we can’t wait to reopen our doors and see our building full of activity, and to be able to share the space with our extended Jacksons Lane family.

The Duty Technician role will be vital in assisting our Technical Manager with the preparation of the theatre space, and reorganization of the stores in advance of our opening season.

Duty Technician Job Description

**Reports to:** Technical Manager

**Responsible for:** Casual Technicians

**Hours of work:** This role operates within a monthly shift schedule alongside the full technical team.   
Shifts will be between 4 and 12 hours in duration and will include weekend and evening shifts.

**Contract Period:** 4 months, with the potential to extend

**Remuneration:** £11.75 per hour, plus accrued holiday pay

**Start Date:** As soon as possible

**Main objectives of the post:**

As part of the Technical department, to provide technical support to visiting companies, including sound, lighting, and AV. To be responsible for the health, safety, and security of the theatre and backstage spaces in the absence of a senior member of the Technical department.

**Outline of Responsibilities**

**Theatre Responsibilities**

* Oversee, assist, and lead get-in and fit-up and get-out for incoming productions
* Act as main the point of contact for visiting companies during their time at Jacksons Lane
* Ensure all visiting companies and artists are briefed on safe working measures and venue rules
* Rig and setup sound, lighting, AV, and stage equipment
* Program sound, lighting, and AV as required
* Design and operate technical elements of incoming productions as required
* Maintain a clean, organised, and safe working environment
* Oversee activity within the theatre and backstage spaces under direction of the Technical Manager
* Ensure all ancillary spaces including equipment stores and dressing rooms are kept clean and tidy

**Show Responsibilities**

* Coordinate with Front of House staff on the smooth running of shows
* Act as stage management for incoming productions as required
* Complete clear and detailed show reports following the performance

**Other Technical Responsibilities**

* Provide technical support across Jacksons Lane’s 5 studio spaces
* Monitor, maintain, and repair technical equipment
* Troubleshoot issues with technical equipment as required

**General Responsibilities**

* To attend meetings and training sessions when required
* To act at all times in accordance with Jacksons Lane’s Health & Safety and Safeguarding policies
* To act at all times in accordance with Jacksons Lane’s Equal Opportunities/ Diversity policy and all other policies
* Undertake any other duties as reasonably requested by the Technical Manager

Person Specification

|  |  |  |
| --- | --- | --- |
| **Experience** | **Essential** | **Desirable** |
| Relevant training or experience in a technical role within a theatre | **X** |  |
| Experience of rigging and setup of lighting, sound, AV, and scenic equipment | **X** |  |
| Experience working with digital and analogue audio | **X** |  |
| Experience using and maintaining different technical systems | **X** |  |
| Experience of lighting design, programming and operation | **X** |  |
| Experience working in live performance | **X** |  |
| Experience with ETC Eos family consoles (particularly Element) |  | **X** |
| Experience with QLab |  | **X** |
| Experience of sound and AV design, programming and operation |  | **X** |
| Experience working with touring companies |  | **X** |
| Experience of stage management |  | **X** |

|  |  |  |
| --- | --- | --- |
| **Skills** |  |  |
| Training in First aid |  | **X** |
| Training in PAT testing |  | **X** |
| Training in MEWP operation (IPAF 3a/3b) |  | **X** |
| Experience in Manual Handling and working at height | **X** |  |
| Strong communication skills | **X** |  |
| Excellent time management skills, and the ability to prioritise and work well under pressure | **X** |  |
| Excellent IT skills (PC and Mac) | **X** |  |
| Strong organisation and logistics skills | **X** |  |

|  |  |  |
| --- | --- | --- |
| **Knowledge** |  |  |
| Understanding of current best practices within theatre, including sound, lighting, AV, and rigging | **X** |  |
| Understanding of set and lighting plans and drawings | **X** |  |
| Ability to work flexibly, particularly evenings and weekends | **X** |  |
| Understanding of current Health & Safety legislation | **X** |  |

|  |  |  |
| --- | --- | --- |
| **Personal Attributes** |  |  |
| Passion for working in a theatre environment | **X** |  |
| Ability to work as part of a team | **X** |  |
| Self-motivated and proactive | **X** |  |
| Ability to work confidently under instruction and on own initiative | **X** |  |

## Application details

Jacksons Lane has a strong commitment to increasing the diversity of our staff. With this in mind, all candidates who indicate that they are from an ethnically or culturally diverse background, and who feel they meet the Essential Criteria of the Person Specification will be guaranteed an interview.

To apply for the role: **1) Complete an Equal Opportunities form  
 2) Send this with a copy of your CV and a short covering letter to** [**recruitment@jacksonslane.org.uk**](mailto:recruitment@jacksonslane.org.uk)**, including ‘Duty Technician’ in the subject line of the email.**

Blank Equal Opportunities forms are available on our website, alongside this recruitment pack. Should you need to submit your application in another way for accessibility reasons please do get in touch.

**Application deadline**This is a rolling recruitment, with no fixed deadline. Applications will be shortlisted when received and candidates interviewed until the position is filled

**Preferred Start date**   
As soon as possible

If you wish to discuss the role before you apply, we would like to offer you the chance to attend an informal 1:1 Zoom chat with a member of the team. To take up this opportunity please email recruitment@jacksonslane.org.uk to arrange a time.

We will respond to all applicants, to acknowledge receipt and to inform whether we will be inviting to interview. Interviews can take place online via zoom, or in person dependent on candidate availability. Should you have any specific requirements for the interview process, please do get in touch.