

JACKSONS LANE

NORTH LONDON'S
CREATIVE SPACE

APPLICATION PACK

DUTY TECHNICIAN





WORKING 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 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.

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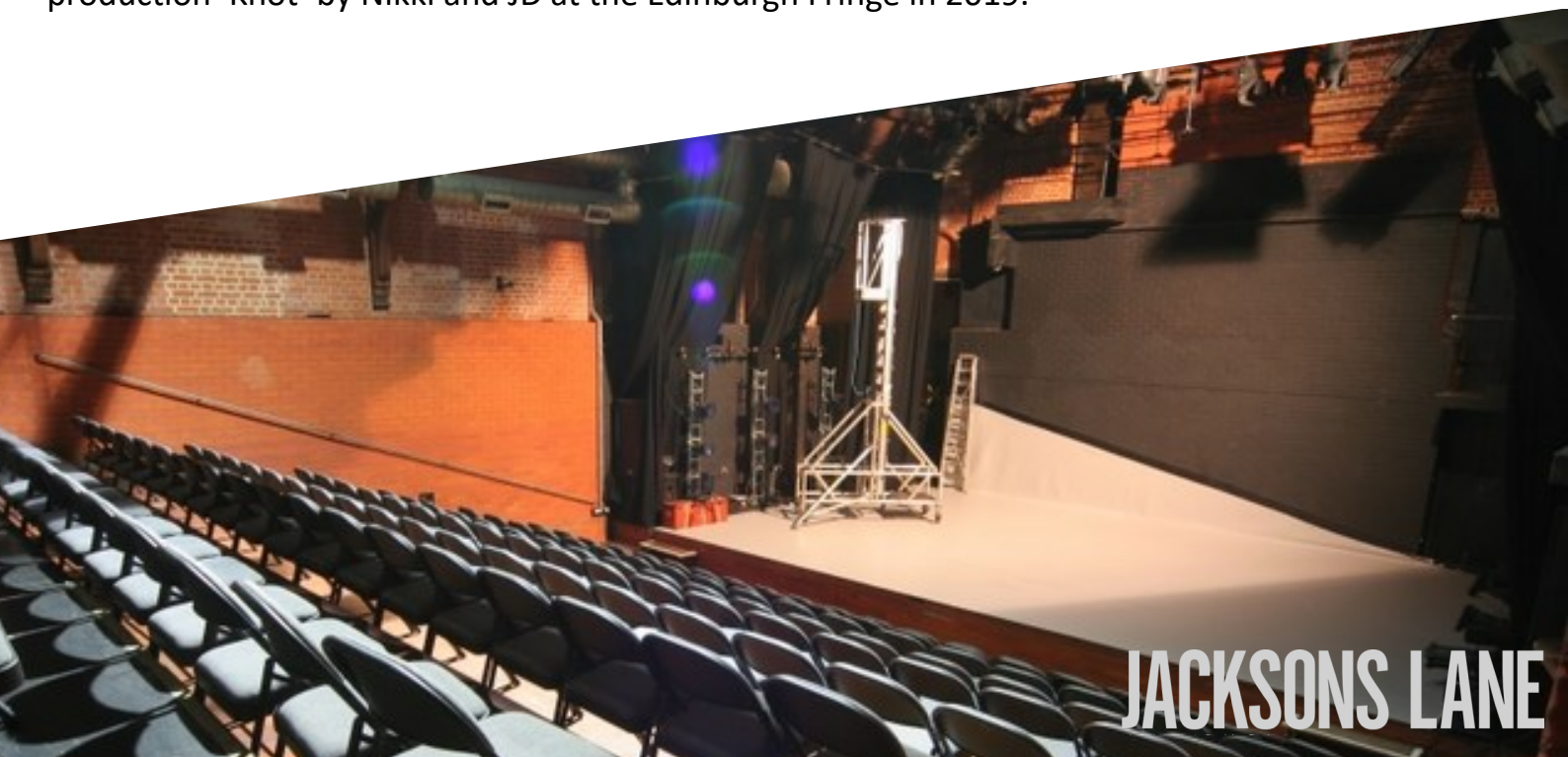
ARTISTIC



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.



JACKSONS LANE



CREATIVE LEARNING

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, reduce 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.



JACKSONS LANE

THE 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. The building, nearing completion, is now fully accessible with increased environmental sustainability.

The much needed renovation has improved our studios and theatre for both our artists and audiences. Our upgraded building and facilities are now more welcoming and user friendly for all our guests. to all visitors and users.

Our new facilities bring increased opportunity to build on our work as the leading circus venue in England and increase our financial sustainability in the lead up to our 50th birthday in 2025.



JOB DESCRIPTION

Reports to: Technical Manager

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

Contract period Freelance

Salary £12.50 per hour.

Main objectives of the post:

To assist the technical department by providing technical support to visiting companies. This includes assistance with sound, lighting, and AV as well as general venue support.

Outline of Responsibilities

Theatre responsibilities

- Assist with get-in and fit-up and get-out for incoming productions
- Rig and set up sound, lighting, AV, and stage equipment
- Program sound, lighting, and AV
- Maintain a clean, organised, and safe working environment
- Ensure all ancillary spaces including equipment stores and dressing rooms are kept clean and tidy

Show responsibilities

- Operate technical elements of productions as required
- Stage manage production and performers as required
- Troubleshoot issues with technical equipment

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, or member of the Senior Management team.

PERSON SPECIFICATION

Experience	Essential	Desirable
Relevant experience or training working in a technical role within a theatre	X	
Experience working in live performance	X	
Experience working with both digital and analogue audio	X	
Experience of rigging, and the set up of lighting, sound, AV and scenic equipment	X	
Experience using and maintaining different technical systems		X
Experience using QLab		X
Experience with ETC Eos family consoles (particularly Element)		X
Experience of lighting, sound, and AV design		X
Experience working with touring companies		X
Experience of stage management		X
Skills		
Excellent IT skills (PC and Mac)	X	
Strong organisation and logistics skills	X	
Strong communication skills	X	
Excellent time management skills, and the ability to prioritise and work well under pressure	X	
Experience in Manual Handling, and working at height	X	
Training in First Aid		X
Training in MEWP operation (IPAF 3a/3b)		X
Knowledge		
Ability to work as part of a team	X	
Understanding of set and lighting plans and drawings	X	
Understanding of current Health & Safety legislation		X
Understanding of current best practices withing theatre, including	X	
Personal Attributes		
Self-motivated and proactive	X	
Ability to work confidently under instruction and also on own initiative	X	
Ability to work as part of a team	X	
Excellent time management skills, and the ability to prioritise and work	X	
Passion for working in a theatre environment	X	
Experience working with touring companies		X
Experience of lighting, sound, and AV design		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
- 3) Send this, with a copy of your CV and a short covering letter to recruitment@jacksonslane.org.uk, including your full name and 'Technical Assistant 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.

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.