


# JACKSONS LANE

## APPLICATION PACK TECHNICIAN







# JACKSONS LANE'S PAST

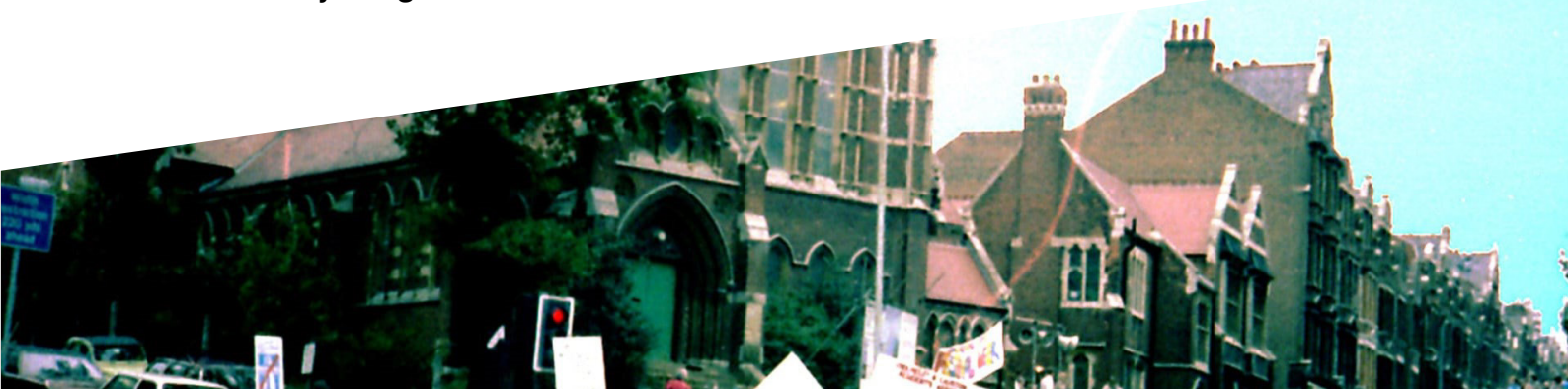
Highgate Wesleyan Methodist church originally opened in 1905, and served it's local area for many years, but by the early 1970s had closed and remained unoccupied. At the beginning of the 70s, a group of local residents shared a vision for the building to become a new central hub for the local area, and after several years of campaigning were granted a lease by the council.

Jacksons Lane opened to the public in 1975 with a varied programme of performances, classes and social activities for the local community, all led by a committed group of volunteers.

Not long after the opening, plans emerged to widen Archway Road resulting in the potential demolition of Jacksons Lane itself. Activists once again came together and campaigned to save the building. Thankfully they succeeded and the building was given a Grade II listed status with Archway road also developed into a preservation area.

The venue continued to expand and grow, and in the 1980s work was carried out to create the new theatre auditorium. New rehearsal studios were also created and the venue hosted a wide range of activities including circus, comedy, drama, dance, music and even hosted the UK's first ever disability arts festival; Xposure.

Jump ahead to 2020, and another major refurbishment brought renewed life to the building. The project reimagined the layout of the entire venue to create a more accessible and futureproofed space with the facilities to see Jacksons Lane serving it's community long into the future.





# JACKSONS LANE'S PRESENT



Nowadays, Jacksons Lane is a vital hub within Haringey and north London. We are open seven days a week for all those who need us and our foyer and café space has become a real meeting place for our local community. In the winter months we act as a warm welcome space, and have initiatives such as our wall of kindness to support those struggling with the cost of living crisis.

We present a programme of contemporary circus performance, and family theatre with audiences coming from across the UK. We work hard to also bring international work to our audiences, showcasing the talents of people from across the globe. By supporting developing artists with our artist residency and transmission programs we are nurturing the next generation of artists.

Community work has always been a key part of Jacksons Lane, ever since the beginning. We now lead a range of different activities including Jacksons Lane Youth Circus which we take to those from lower economic backgrounds across Haringey and Barnet, as well as a range of activities for older adults to increase confidence and reduce social isolation. The pinnacle of which is our Christmas Day project which began 50 years ago thanks to our founders.

The most recent redevelopment of the building has also given us fantastic facilities which we have available to hire for people to lead their own activities, workshops and celebrations. From photo and film shoots, to weddings, bar mitzvahs and everything in between we see it all. We even have a lightsaber club!



# JACKSONS LANE





As we head into 2025, we are entering our fiftieth year and have a whole host of exciting things planned to celebrate our anniversary.

In August we were successful in receiving a grant from the National Lottery Heritage Fund to allow us to complete a comprehensive heritage project. The work will include a full archive of our long history, as well as key oral histories and memories gathered from the many people that have been through our doors over the past 50 years. We will continue to run all of our creative engagement activities throughout the 50th year as well as many new engagement projects celebrating this huge milestone.

In June 2025 we will celebrate 50 years (and a day) from the first ever performance at Jacksons Lane with a weekend full of parties, activities and events.

Environmental sustainability has also been a key drive for our work, and was a key focus for our founder Nicky Gavron. We are working towards becoming a more sustainable and environmentally friendly organisation in all aspects of our work.

With support from multiple embassies across the globe we are able to continue to showcase to best in contemporary circus from around the world and want to continue to grow our international relationships and reputation.

Our venue is fast becoming a go to destination for Londoners to hire for celebrations, activities and rehearsals year round and we are investing in this area to ensure we can continue to grow and develop to our full potential.







# WORKING FOR JACKSONS LANE

Working for Jacksons Lane is vibrant and exciting, with our work stretching across London as well as throughout the UK and internationally. Our small 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 working towards the same goals and that it is only through a unified approach that we are able to achieve excellence in our work.

We also make sure to maintain a supportive ethos at Jacksons Lane that makes working here both enjoyable and exciting. We work with a variety of different organisations to support our staff

- We have a private employee assistance programme who provide confidential and independent support when needed.
- We work with PIPA (Parent in Performing Arts) to ensure we are offering the best support to families who work for the organisation.
- We have an Enhanced Parental Leave policy, which is one the best examples across arts venues in the UK.
- We have a flexible working policy, allowing team members to work remotely when required and appropriate within their role. However we also meet regularly as a full team in person, to ensure that all members of the team feel connected and supported.
- We provide awareness training including Disability Confidence, Trans Awareness, Racism Awareness, Unconscious Bias, and have action plans to support these areas of our work.
- We also offer free and discounted tickets to our productions in the venue, as well as discounts at our café bar and discounts on studio hire for personal use.

# JOB DESCRIPTION

## TECHNICIAN

# JACKSONS LANE

<b>Reports to:</b>	Technical Manager
<b>Responsible for:</b>	Part time and freelance technical and production staff
<b>Contract period:</b>	Permanent, Full Time (37.5 hours per week)
<b>Salary:</b>	£27,500
<b>Place of work:</b>	Jacksons Lane, Highgate, North London N6 5AA

### Main objectives of the post:

To work closely with and support our Technical Manager, on delivering all technical aspects of our busy, year-round programme of work encompassing theatre, contemporary circus, and participatory work in the community, cabaret and performance. To take a responsibility for ensuring health and safety regulations are followed and deputise for the Technical Manager when required.

### Outline of Responsibilities

#### *Production Responsibilities*

- Work with the Technical Manager as a technical contact point and provide technical advice and support to both visiting and in-house performers/companies to Jacksons Lane.
- Ensure that all companies are made to feel welcome in the building and that they receive the highest levels of technical support available, including continuity of staffing.
- Ensure that visiting companies and hirers understand and work in adherence to house rules and organise inductions as appropriate with the Technical Manager.
- Liaise with and coordinate site visits for all productions as necessary.
- To work closely with the designers and directors of Jacksons Lane's productions to ensure the highest possible production standards are met within agreed budgets.
- To schedule and attend all production and post-production evaluation meetings for in-house shows.
- Responsible for the provision, control, logging, maintenance and renewal of technical and production equipment.
- To maximise the life of technical equipment through regular inspection, service and maintenance
- Support and supervise installation of new equipment in the venue.
- To liaise with the Technical Manager, Artistic Director and Visitor Experience Manager (and other staff as appropriate) to discuss technical requirements for events and front of house.

## *Venue Responsibilities*

- Support with the organisation and maintenance of production areas at Jacksons Lane.
- Monitor all stage equipment to ensure appropriate operating standards and compliance with licensing requirements.
- Work in conjunction with the Technical Manager and the Operations team with maintenance checks, equipment maintenance across the venue (e.g. alarm testing, fire safety testing, licensing, etc.) and assisting during maintenance week.
- Work in conjunction with Technical Manager and the Operations team on all matters linked to health and safety.
- Provide additional support for maintenance of the building, where able and required.

## *Health and Safety*

- Ensure all personnel working in the theatre adhere to the venue's health & safety policy.
- To keep up to date with current health & safety legislation.
- To carry out risk assessments of all productions as required.
- Act as a Fire Marshall and carry out relevant fire safety procedures and measures relating to production areas of the building.

## *General*

- To act as a representative for Jacksons Lane.
- Deputise for the Technical Manager when required.
- To contribute to the development of artistic policy and programming at Jacksons Lane, with regard to the technical operations of our productions.
- To undertake any other duties as may be reasonably requested by the Technical Manager or Executive team.
- To work actively within Jacksons Lane's equal opportunities, access, and health and safety policies, as well as ensuring that all other technical staff and users working within Jacksons Lane are aware of the requirements of these policies.
- Attend and contribute to regular staff meetings.
- Support work placements and projects as required.

# PERSON SPECIFICATION

## TECHNICIAN

Essential:
A minimum of two years' experience working in a technical environment (this could include obtaining a degree in Technical Theatre)
Experience of working in a theatre environment
Excellent time management skills
Excellent IT skills, including knowledge and experience with working on Microsoft Office software
Ability to communicate confidently face to face, by telephone and in writing
Ability to problem solve
Ability to work calmly under pressure to high standards
Knowledge of Health & Safety legislation and procedures
Passionate about live performance and arts in general
Self-motivated and disciplined
A knowledge of lighting, sound and audio-visual equipment
Able to work flexible hours, including evening and weekend work
Able to adapt and work to a varied programme of shows
Ability to lift lighting, sound and set equipment and comfortable working at height
A proven commitment to promoting equal opportunities and diversity
Desirable:
Experience of using ETC Lighting Consoles
Experience with basic electrical maintenance for lighting equipment
Experience of using of Q-Lab
Trained and/or experienced in rigging for aerial artists
PAT Trained
Accredited First Aider
Collaborative and a team player



## APPLICATION DETAILS

### Technician

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/or are disabled, who meet the Essential Criteria of the Person Specification will be guaranteed an interview.

We are a PiPA (Parents and Carers in Performing Arts) partner. PiPA enables and empowers parents, carers and employers to achieve sustainable change in attitudes and practices in order to attract, support and retain a more diverse and flexible workforce. We are always happy to discuss solutions that allow people to balance their caring responsibilities with their working lives, for example through job shares or flexible working arrangements.

### To apply for the role

Send a copy of your CV and covering letter or video/audio to [recruitment@jacksonslane.org.uk](mailto:recruitment@jacksonslane.org.uk). Please include your full name and the job title 'Technician' in the subject line of the email.

We would also appreciate it if you could complete an Equal Opportunities form, and include this with your application so that we can continue to monitor and increase the accessibility of our recruitment process. This form is available on our website, alongside this recruitment pack.

If you wish to discuss the role before you apply, we can offer an informal 1:1 chat with a member of the team. To arrange an informal chat please email [recruitment@jacksonslane.org.uk](mailto:recruitment@jacksonslane.org.uk).

**Application deadline** 10am Friday 9th May

**Interviews** W/c 19th May

**Preferred start date** June 2025

We will respond to all applicants, after the closing date regardless of the outcome. Interviews will take place at Jacksons Lane, with questions sent out in advance to allow for some preparation. Should you have any specific requirements for the interview process, please get in touch.