****Jacksons Lane, Technician****

****Contract:****  Full-time, Permanent

****Salary:****  **£27,500**

****Place of Work:****  **Highgate, London. N6 5AA**

**Preferred Start date**: June 2025

****Jacksons Lane**** is seeking a skilled Technician to join our team. As the flagship arts and cultural venue in Haringey, Jacksons Lane hosts a year-round programme encompassing the best in contemporary circus performance, arts participation activities, cultural education and outreach work for both its community and the sector as a whole.

We are seeking an experienced Technician to work with and support the Technical Manager in the smooth running of all technical aspects of visiting, in-house and co-productions in addition to supporting other elements of the Jacksons Lane programme.

The ideal candidate will have experience in technical and production, is hard working, organised, a good collaborator and has a commitment to delivering high quality work.

Below you can download the full recruitment pack and equal opportunities form. Please note that our recruitment pack is available in PDF, large print/plain text versions.

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 or are disabled, and 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 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 a short covering letter or video/audio file to recruitment@jacksonslane.org.uk, including your full name and Technician in the subject line of the email. Should you wish to submit your application in another way please get in touch. 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.

**Application deadline** **10am 9th May 2025**

**Interviews** **W/c 19th May 2025**

**Preferred start date**  **June 2025**

**Key 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:**

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
* PAT Trained
* Accredited First Aider
* Collaborative and a team player