



August 2021

Dear Applicant,

Thank you for your interest in our **Theatre Technician** role at the New Wolsey Theatre.

We are looking for a Deaf or disabled technician to join our team for the Rock'n'Roll pantomime, *Jack and The Beanstalk* (25th October 2021 to 8th Jan 2022). This is a bespoke employment and development opportunity built around the skills, experiences and aspirations of the successful candidate, and could include lighting, sound, costume and stage-management duties.

The salary is £10.75 per hour, plus Equity standard relocation allowance or accessible accommodation, for up to a 40-hour week. We are open to discussion on working hours to suit individual circumstances.

We are an ambitious producing and receiving theatre, with a national reputation for its work in access and inclusion, and for the production of new musical theatre. Our annual Rock' n' Roll Panto, written and directed by Artistic Director Peter Rowe, is much loved by local audiences and is the cornerstone of our annual programming. In December 2020 we staged *The Snow Queen* – our first live *and* live-streamed show.

We're extremely proud of our outreach and participation work, which in October 2020 moved in to our new participation space NW2. In 2020 we also undertook an extensive renovation and refurbishment programme for our main building, resulting in a transformed cafe/ bar area, more toilets and improved auditorium seating.

The last year has of course been challenging, as it has been for everyone affected by the Covid-19 pandemic. We can't wait to invite audiences back to our spaces, which will include an outdoor performance area we're calling 'The Bowl'. Our new building NW2 and all the work associated with it, has created an opportunity to develop 'Theatre Square' right in front of our main building, which will be a delightful place to relax, meet friends, catch a performance, and have a bite to eat.

We're now recruiting for key positions to help us move forward as we recover from the extraordinary challenges of Covid-19. You don't necessarily have to be a 'theatre person' to do well at the New Wolsey Theatre. We welcome people from *all* backgrounds and we're actively trying to ensure that our workforce is diverse. By this, we mean that we want to employ people from a wide range of backgrounds, ethnicities, ages, gender identities, disabilities, class (socio-economic backgrounds) and so on. This isn't because we want to tick a box that says 'diverse'

but because we genuinely believe that our business will be much improved by having a real range of people working (and volunteering) within it.

So, if you haven't considered working for a theatre before, maybe now's the time to check us out. We're super-friendly, hard working and love meeting a challenge. If that sounds like you, and you think you might have the skills/ experience for the role (wherever you gained them) come and talk to us. We can't wait to meet you!

Yours warmly,  
From Sarah Homes, Chief Executive

## How to apply

We are inviting people interested in being our **Theatre Technician** to complete our **Application Form** (or video equivalent) and [Equality, Diversity and Inclusion Monitoring Form](#)

**Please note, we do not accept CVs as a form of application**, however you may submit a concise CV containing your education, training, qualifications and employment history instead of completing this section of the application form.

If you need us to make any adjustments to allow you to fully participate in this application and selection process please get in touch with Lucy Parker [lparker@wolseytheatre.co.uk](mailto:lparker@wolseytheatre.co.uk) or 01473 295940.

However you choose to apply, you will need to tell us about your education, training and qualifications, and employment history as well as to consider the following questions:

- Why are you interested in being our **Theatre Technician**?
- What are your related experiences, skills and aspirations for the role of **Theatre Technician**?

Please read through the **Job Description, Job Specification and Person Specification** before applying for this role, these can be found further down this document.

If you would like an informal chat with someone about the role, please email David Phillips, Head of Production on [dphillips@wolseytheatre.co.uk](mailto:dphillips@wolseytheatre.co.uk)

Completed applications should be returned to Julie French [jfrench@wolseytheatre.co.uk](mailto:jfrench@wolseytheatre.co.uk) by **9am on Thursday 30<sup>th</sup> September 2021**.

We will facilitate any Access To Work claims if appropriate, and any access costs will be covered up front including any access required for attending interviews.

## Key Dates

Application Deadline  
Interviews  
Role start date

9am on Thursday 30<sup>th</sup> September 2021  
Thursday 7<sup>th</sup> October 2021  
Monday 25<sup>th</sup> October 2021

We hope to be able to conduct interviews in person at the theatre, but if we can't we will do them online. Full instructions will be provided for either scenario.

Travel costs for attending interview will be reimbursed.

## **Equal Opportunities**

The mission of the New Wolsey Theatre is to create, develop and produce a vital and dynamic programme of performances and participatory activity for the people of Suffolk and surrounding areas. It aims to create a programme of the highest quality, maximum diversity and greatest possible accessibility. We believe that this is best achieved through the implementation of an Equal Opportunities and Diversity Policy informing all areas of the company's activity and employment practice.

We are committed to ensuring equality and fairness for all employees, collaborators, contractors and the general public. We will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, gender reassignment, religion or age. We oppose all forms of unlawful and unfair discrimination and will work to promote opportunities for sections of the community that are currently under-represented.

All individuals will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the organisation's output.

We strive to create an environment in which individual differences and the contributions of all our staff are recognised and valued. No form of intimidation, bullying or harassment will be tolerated.

We actively encourage applications from people of all backgrounds, especially those currently less represented in our organisation, the arts industry and on our stages. We are particularly interested to receive applications for this role from people from Black, Asian and ethnically diverse backgrounds, those who identify as deaf and disabled people, and neurodiverse people.

We are happy to make all reasonable adjustments to enable applicants to participate in the selection process, and for the successful applicant to carry out their role.

We will regularly review our employment practices and procedures to ensure fairness. This policy has the approval of the Board and will be reviewed on an annual basis.

## More Information About The New Wolsey Theatre

We are a company that really cares about what we do, who we work with, and what we're working for. Most of the time we put on plays. But we also serve tea and coffee for our guests, offer them lunch and somewhere comfortable to sit and have a chat and sometimes we present music, comedy, dance or even circus. We invite children to come and play with us, sometimes with their parents too. Teenagers come and work with us in our Youth Theatre Groups – in 2021 we're doing this online for the first time. Schools ask us to go and visit to tell stories, make performances, or teach skills, and sometimes they come to us to do those things. Schools love coming to see our annual Rock 'n' Roll pantomime – in a normal year we'll do over 90 performances of our Panto between November and January. In 2020 we staged *The Snow Queen*, which was our first live and livestreamed show. It received 5 star reviews and did really well, even though it was just 12 performances.

By 'us' we don't just mean the permanent staff that are employed by us. We rely on volunteers, casual and freelance staff to keep the wheels turning. Of course, they haven't turned much in the last year, but we'll be getting the show back on the road in 2021 and we'll need people in all those roles once we're fully open. We'll also need great writers, actors, directors, designers and technicians, which is why we run talent development programmes like [Testing Ground](#). We take the lead in our industry sometimes, to make change, as we did in setting up [Ramps On The Moon](#)

The New Wolsey Theatre plays an active role in the business scene of Ipswich and is central to the creative life of Suffolk. We regularly talk to other cultural organisations and community groups, such as, UnScene Suffolk, Suffolk Refugee Support, Trinity YMCA, Roma Support, Suffolk Artlink, Volunteering Matters, Suffolk Guide Association to name but a few. We're supported by the local council and the county council, as well as Arts Council England because of the range of work we do. You may also be interested to know that we're a registered Charity.

If you'd like to know more about the New Wolsey Theatre, we recommend that you use our website (which you'll notice needs updating– we're working on that right now) and that you do your own research. Be curious about us and see what you can find out; it will probably help you with your application. The New Wolsey Theatre is going through a period of great change, some of which is because of Covid-19 and some of which was going to happen anyway. We won't be doing everything the way we've done it before. We're innovating and adapting like never before, so we're open to doing things differently. Come and be part of that.



## JOB DESCRIPTION

**Job Title:** Theatre Technician- Fixed Term

**Responsible to:** Head of Production & Facilities

**Job Purpose:** To work as part of the Production Department maintaining the required high standards of production and maintenance for *Jack and the Beanstalk* 2021-22

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### Key Responsibilities:

- To be a pro-active member of the technical team
- To undertake general housekeeping of all technical and backstage areas
- To ensure all duties are performed working within current Health & Safety requirements and employing good, safe, working methods and practices
- It is expected that during your employment, you will continue to develop your technical skills and ability to work within a professional team

### Equality and Diversity

- To work closely with colleagues across the organisation to ensure the New Wolsey Theatre is an accessible place to visit and work, including online experiences.
- To contribute to the New Wolsey Theatre's ambitions and programmes of equality, diversity and inclusion, its Agent for Change programme and The Ramps on the Moon project

### Other

- To undertake any other reasonable responsibilities as and when required.

*August 2021*

*This job description is a guide to the nature of the work required of this position and will be adapted to suit the skills and experience of the successful candidate. It is neither wholly comprehensive nor restrictive*



## **JOB SPECIFICATION**

### **Contract**

Fixed Term from Monday 25<sup>th</sup> October 2021 to Saturday 8<sup>th</sup> January 2022.

### **Salary**

£10.75 per hour plus Equity standard relocation allowance or accessible accommodation.

An additional x 0.5 of your hourly rate will be paid if you are required to work on a Sunday or Bank Holiday.

### **Hours**

Up to 40 hours per week.

***We are open to discussion on working hours to suit individual circumstances.***

### **Shifts**

A schedule will be produced containing all shifts over the period of employment. Shifts will vary dependant on activity for that week. Due to the nature of the role, you will frequently be required to work evenings and weekends

Working hours can be between the hours of 08.00 and 00.00.

We always aim for staff to take two full days off a week.

### **Uniform**

Stage, lighting and production crew will be required to wear blacks when in rehearsal on stage or on show call.

Personal Protective Equipment (PPE) and clothing will be supplied as required

### **Annual Leave Entitlement**

The standard Annual Leave Entitlement is the statutory minimum of 5.6 weeks per year, which equates to 28 days per year for full time staff working a 5 day week. You will be expected to take statutory bank holidays as part of your annual entitlement unless you are required to work on a particular bank holiday or have agreement from your Line Manager to do so. Annual leave requests have to be submitted to your line manager for authorisation. It is suggested that the majority of annual leave is taken during the summer months when the theatre has no performances scheduled. There will be certain times of the year when annual leave cannot be taken because of the work of the organisation.



## PERSON SPECIFICATION

### Qualifications, Experience and Competencies

#### Essential

- Commitment to, and an understanding of, the principles underpinning equality, diversity and inclusion.
- An interest in the arts and technical theatre.
- Able to use Microsoft Office suite (e.g. Word, Excel) competently, for example; to produce letters and data spreadsheets
- Confident, conscientious, enthusiastic and professional with a good sense of humour and a positive outlook with a 'can-do' approach
- Calm approach to problem solving unexpected situations under pressure
- Ability to work flexibly

#### Desirable

- A broad-based knowledge of and practice in all technical areas of theatre
- Experience with Logic, QLab and Adobe Creative suite programs
- Professional theatre experience

### Key Qualities

#### Essential

- Able to work well within a fast-paced environment, with the ability to effectively, respond to instructions, contribute ideas and support other team members.
- Organised, motivated and disciplined.
- Able to respond receptively to new ideas and initiatives, responding to creative problems with creative solutions
- Able to work under pressure and manage competing deadlines.
- Excellent interpersonal skills with the ability to communicate effectively with individuals at all levels.