

# EXETER NORTHCOTT THEATRE

Recruitment Information

Chief Electrician

December 2015

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# Welcome

Thank you for your interest in this post and Exeter Northcott Theatre.

Following the recent appointment of Paul Jepson as Artistic & Executive Director, the return this year to Arts Council England's national funding portfolio, and the theatre's return to producing, this is an exciting time to be joining the team at Exeter's flagship theatre.

The timetable for recruitment is as follows:

**Application Deadline:** 12 noon on Monday 18<sup>th</sup> January 2016

**Interviews commence:** Thursday 4<sup>th</sup> & Friday 5<sup>th</sup> February 2016

To be considered for this post, please complete our application form which can be downloaded from our website. It would be helpful if you could also complete the equal opportunities monitoring form.

Applications will be accepted by post or e-mail. Please address your application to Recruitment, Exeter Northcott Theatre, Stocker Road, Exeter EX4 4QB or e-mail it to: [jobs@exeternorthcott.co.uk](mailto:jobs@exeternorthcott.co.uk)

We look forward to receiving your application.

**Catherine Goodridge**

Finance & HR Director

# About Exeter Northcott Theatre

*Outstanding theatre in the heart of Devon*



Built in 1967 on the University of Exeter's stunning Streatham campus, Exeter Northcott Theatre is Exeter's flagship venue, loved by audiences and artists alike. With the recent appointment of Paul Jepson as Artistic & Executive Director 2015 sees the theatre returning to Arts Council England's national funding portfolio and also producing once more, beginning with our 2015 family Christmas show – *A Christmas Carol*.

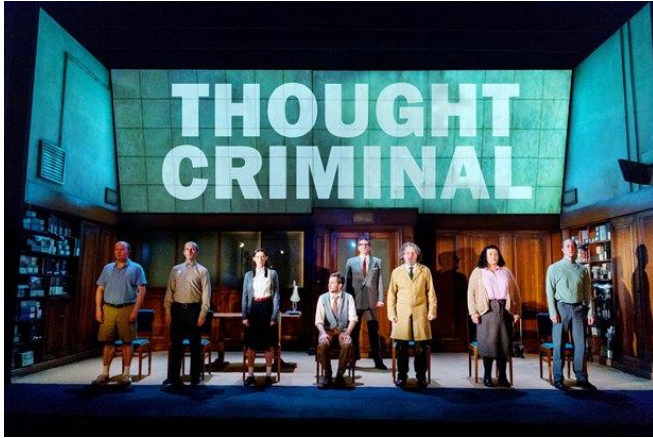
A 460 seat mid-scale house, the theatre plays a central role in the cultural life of the community it serves – 551,000 homes within a 45 minute drive-time including a population of 120,000 in Exeter (during the day this swells to 250,000 people), and is a magnet for thousands of people of all ages who are interested in attending live performance. From families introducing their younger members to theatre for the first time to a lively retired community that loves the classics, we cater for everyone. As a University City there is no shortage of people of all ages who are adventurous and eclectic in their tastes as well as schools who value the opportunity to bring their students to see a live show as part of their learning.

The Exeter Northcott Theatre's beautifully designed stage and auditorium works exceptionally well for all types of theatre and dance. Our audiences are notably engaged and enthusiastic making every performance memorable and the theatre is regularly cited as a favourite venue by national touring companies for this reason. Touring companies also compliment our exceptionally high quality technical and marketing support.



*'ETT is always delighted when it can bring a show to The Exeter Northcott. Not only do we receive a warm welcome and great technical, marketing and front of house support, but we can depend on strong audiences who always seem to appreciate our work. All designs seem to sit well in this lovely space and productions are seen at their best.'*

**English Touring Theatre**



Exeter Northcott Theatre collaborates with leading edge funded touring companies to present new writing, classic plays, physical theatre and devised/experimental work (e.g. Out of Joint, Headlong, English Touring, Vamos, Shared Experience and Theatre Alibi). We have recently worked hard to strengthen our commercial and pre West End offer and have presented tours of *The Mousetrap*, *Under Milk Wood*, *Birdsong* and *The History Boys*.

In addition to our strong drama offering we are a regional corner stone venue for dance, programming national touring artists and supporting workshops as well as providing opportunities for emerging companies and performers. We have a long-standing relationship with English Touring Opera and have begun a three year agreement marketing and ticketing Bournemouth Symphony Orchestra in the University of Exeter's Great Hall, adjacent to the theatre.



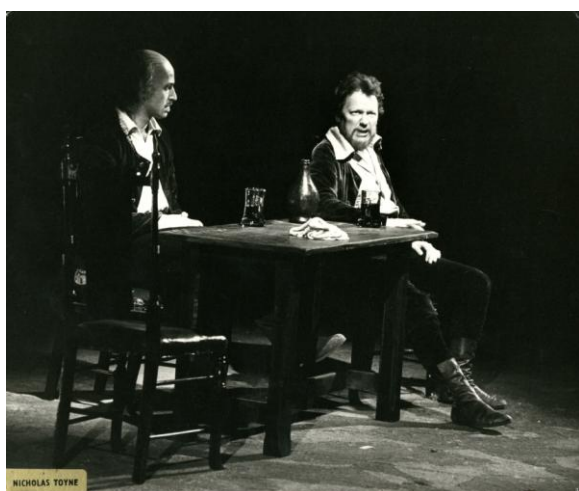
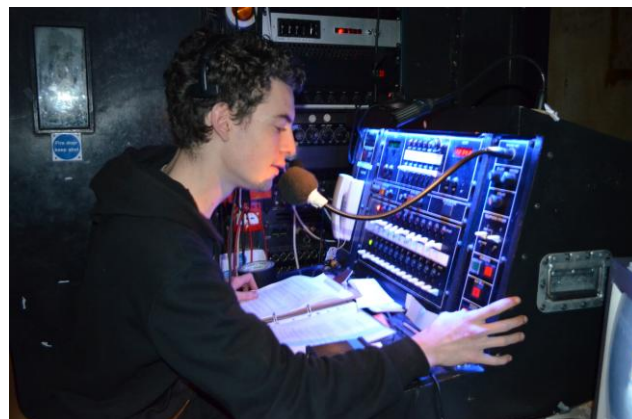
A major element of the programme is our work for families and young people, who currently represent 40% of our annual attendance. We programme work for family audiences of all ages, including work for early years.

*'We both wanted to say how much we value the way you are encouraging a new, younger audience with children's shows, that we really appreciate the variety of mainstream and more unusual productions as well, and finally to say that it has been a great joy to come and watch more theatre again. We spent the rest of the afternoon planning what else we 'needed' to book for this season!'*

**Audience member**



The Northcott has a national reputation for training technical theatre staff and the development of skills across all theatre disciplines with a particular focus on student employability is now a major focus. Our **Creative Futures** initiative is a partnership with the University of Exeter Student Guild that is helping to develop student employability opportunities and deepen connections between the cultural sector and student body.



The theatre has a rich history of developing new writing and nurturing artists at the beginning of their careers. An array of new writing has been premiered at the theatre over the decades; from the first public performances of Edward Bond's *Bingo* in 1973 through Howard Barker's *BLOK/EKO* in 2011 to the 2013 production of Dawn King's *Ciphers*, Exeter audiences have enjoyed the opportunity to be in at the beginning of exciting new works and careers. We celebrate some of these stories in an exhibition in the theatre foyer and are planning a major celebration for our Golden Jubilee in 2017.

In 2013 the theatre became a registered charity. Since then it has worked hard to raise funds to support its core running costs and to deliver on its exciting and expanding new plans. The theatre hosts a number of fundraising events each year, including its Charity Command Performance. In addition to this it increasingly works with corporates and individuals to fund new projects such as the return to producing work and the newly proposed Young Company.



## Job Description

### Chief Electrician

Exeter Northcott Theatre

#### Purpose of Post

The Chief Electrician position will be part of a team responsible for delivering the technical elements of performances at the Northcott Theatre. The role is mainly based around that of a normal Chief Electricians responsibilities but will also include operating flying equipment and Duty Stage Managing.

**Department:** Technical Team

**Responsible to:** Technical Manager

#### Duties & Responsibilities

1. Be responsible for the maintenance and upkeep of all electrical production elements including installation equipment specific to show running.
2. Operate lighting and sound systems during performances and rehearsals.
3. Duty LX where required both visiting companies shows and in-house shows.
4. Liaise and coordinate with the touring companies Production Manager and Re-lights during fit-ups and get outs.
5. Manage and supervise Electrics, Sound and AV teams for in-house productions, co-produced shows and visiting company productions where required.
6. Deputise for the Technical Manager in his absence.
7. Attend production meetings and staff meetings as required.
8. Maintain the Exeter Northcott lighting, sound and AV equipment stock.
9. Deliver training to technicians, students and casuals as required.
10. Assist in any preparation for productions and maintain the paperwork necessary for the smooth running of the performances both received and in-house.

11. Assist in answering visiting company's questions and concerns with guidance from the rest of the technical team and ensure they are contacted in advance of their visit.
12. Act on any Show Reported technical notes and report any issues to the Technical Manager.
13. Maintain the high production standards during the run of a production.
14. Provide appropriate technical support during rehearsal of projects.
15. Ensure a safe working environment during rehearsals, fit-ups, performances and get outs.
16. Ensure that visiting companies' technical riders are present prior to their visit.
17. Work with the rest of the technical team to maintain the ENT stage and rigging equipment.
18. Ensure that the Scene Dock, Lighting Box, Trap Room and Fly Floors are kept tidy and fit for use.
19. To assist in the smooth running of all Fit-ups / Get-outs and Turn-arounds.
20. Maintenance and upkeep of all Set Elements both toured and produced.
21. Help identify potential equipment purchases or maintenance of existing equipment.
22. Help maintain existing equipment and perform PAT testing after suitable training has been issued.
23. Give advance notice as far as possible about any resources (equipment, staff) that are needed to deliver the production.
24. Ensure that required equipment has been arranged. For example piano hires and tuners.
25. To maintain and update any equipment or files as required.
26. Provide detailed information for archive purposes. To keep accurate backups of all files as necessary both general admin and computerised show systems.
27. Ensure the supplies required for productions are topped up and the Technical Manager is made aware of any shortages in advance of requiring them.
28. Have responsibility for issues relating to COSHH, LOLER and HSE legislation.
29. To carry out other duties as requested by the Technical Manager or Theatre Management.

### **Responsibilities of all staff members**

- To be flexible and to undertake any other reasonable duties as requested by Management
- To take an active part in co-operating with and supporting other staff and departments in the achievement of the company's aims

- To adhere to all Exeter Northcott Theatre policies (including Equal Opportunities and Child Protection)
- To be aware of, and comply with, rules and legislation pertaining to Health & Safety at Work
- To be an advocate of the company
- To attend company events and be aware of the breadth of the company's work
- To contribute ideas and suggestions for the increased success and effectiveness of the Exeter Northcott Theatre
- To maintain confidentiality at all times particularly with respect to information that may be covered by the Data Protection Act

### **Flexibility Clause**

- In this post you will from time to time undertake such other duties, training and hours of work as may be reasonably required and that are consistent with the general level of responsibility of this role.
- You will be required to work evenings and weekends where required.
- On occasion you will be required to work over your 39 hours per week contract
- On occasion you may be asked to travel to other venues to receive a show or to tour a produced show into another venue.
- The list of responsibilities within this document are not exhaustive and the employee will need to perform duties outside of this as operationally required and at the discretion of their line manager.

### **Person Specification**

Please pay close attention to this when considering applying for this post, you will need to demonstrate how you meet the criteria below and are unlikely to be interviewed if you do not meet most of the essential criteria

#### **Essential**

- Either / or Electrical qualifications e.g. City and Guilds - Electrical Installation Commercial or Domestic. Or Theatre electrical qualifications e.g. City and Guilds – Electrics for the Entertainment Industry
- Four GCSE grade D or above to include English Language and Mathematics
- An interest in both theatre and the technical equipment you will be using
- Good articulacy, literacy and numeracy
- Good ICT Skills
- Excellent interpersonal and communication skills



- Ability to work as part of a team
- Ability to work under pressure
- Reliable and punctual
- Conscientious
- Commitment to the plans for the future direction of the Exeter Northcott
- Flexible, adaptable and positive within a team
- Available to work evenings and weekends

#### **Desirable**

- Test and Inspect Electrical qualifications
- Portable Appliance Testing qualifications and experience
- Experience of working in a theatre, arts organisation or production company
- A driving license is desirable.

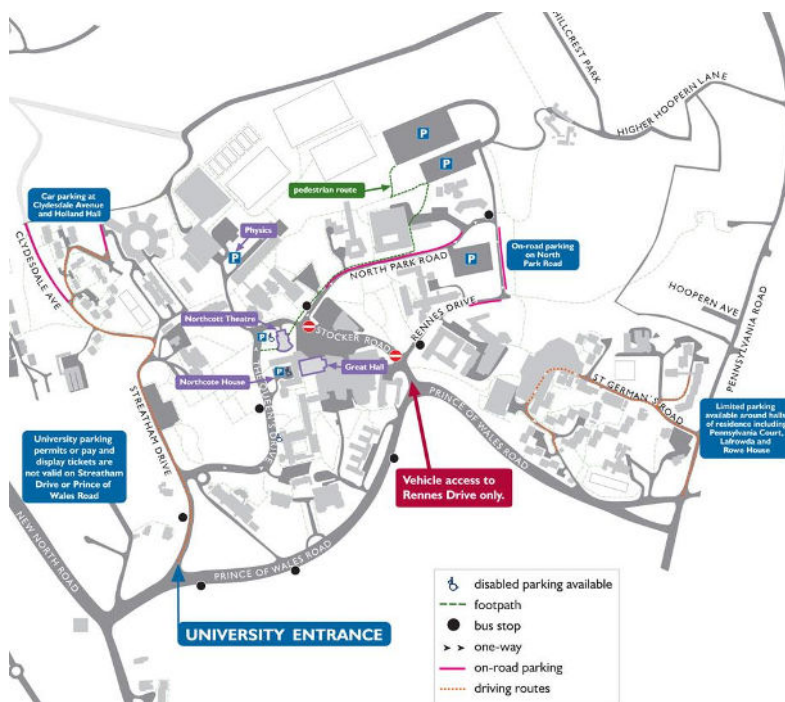
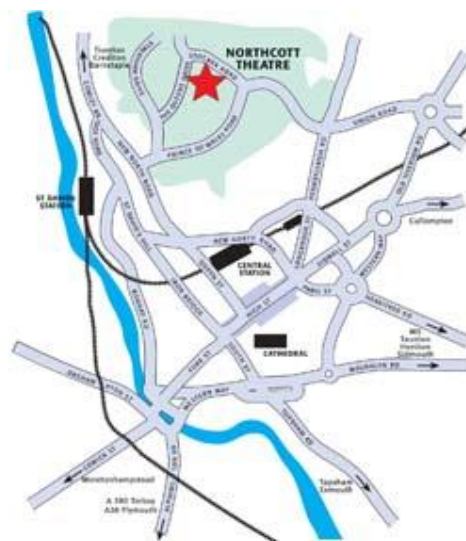
**Note: this job description may develop & evolve with the growth of Exeter Northcott Theatre**

# How to find the Exeter Northcott Theatre

Situated on the University of Exeter's Streatham Campus on Stocker Road, the Exeter Northcott Theatre has good public transport links and plenty of evening and weekend parking a short distance from the theatre. **Parking spaces are limited during the day in term-time.** If you are driving please check the information below.

## Getting here by bus

The D bus runs from Exeter City Centre direct to the campus. For more contact 01392 427711 or visit [www.stagecoachbus.com](http://www.stagecoachbus.com).



## Getting here by car

Detailed driving directions can be found on our website

Parking is very difficult on weekdays during term-time so if you are coming to the theatre by car for an interview please let us know.

The nearest car parks to the theatre are Car Parks C & D, located only a few minutes walk away. Please note that before 6pm Visitors to the Campus can only use Car Park C which is located next to the INTO Academic Centre at the top of Stocker Road. Entrance to the car park is on North Park Road, opposite the bus stop. This is a Pay & Display Car Park.

**Larger versions of these maps can be found on the website**

## Getting here by train

From Exeter St Davids Station, take the 1km walk up the hill to the University Campus. Alternatively, taxis are available from both Exeter St David's and Exeter Central railway stations. For more information on train services contact 08457 48 49 50 or visit [www.nationalrail.co.uk](http://www.nationalrail.co.uk)

## Getting here on foot or by bike

We'd like to encourage those who are able to walk or cycle to the Theatre to do so whenever they can. There are several cycle paths and lanes in and around the Theatre and University Campus, to ensure the safety of cyclists.

Please do contact the Box Office on **01392 726363** if you have any queries about planning your visit.

Further details about the Exeter Northcott Theatre and its current season can be found on our website [www.exeternorthcott.co.uk](http://www.exeternorthcott.co.uk)