

## Job Description

<b>Title:</b>	Lead Technician
<b>Line Managed by:</b>	Senior Technical Manager
<b>Overall responsibility:</b>	Day to day running of all technical requirements including sound, lighting and rigging for circus.
<b>Hours:</b>	35 hours per week, including evenings and weekends.
<b>Salary:</b>	£30,000 per annum
<b>Holiday Entitlement:</b>	30 days paid holiday per annum, inclusive of eight Statutory Bank Holidays, increasing by one day for each year of service from 1st September up to a maximum of 35 days per annum.

### About National Centre for Circus Arts

The National Centre for Circus Arts is a registered charity and an independent Higher Education provider registered with the Office for Students, and is one of Europe's leading providers of circus arts training. For the past 30 years we have provided emerging and professional circus artists, directors and choreographers access to vital space and support to train, experiment and share ideas.

Our diverse range of work includes BA degree-level education in Circus Arts which is supported at either side by a structured training programme for under-18s and professional development opportunities for aspiring and established performers. Adults and young people can enjoy recreational classes and occasional performances. We also run highly regarded workshops, away days and team building events for the corporate community. We continue to develop our creation and production capabilities and are striving forward in both initiating, supporting and creating high quality work that can tour regionally and nationally. Our national role increasingly sees us supporting and mentoring circus artists and organisations across the country as we seek to develop and mature our remarkable art form.

### PURPOSE OF THE ROLE

The post holder will, in conjunction with the Senior Technical Manager, oversee the rigging and installation of lighting, sound and circus related equipment at the National Centre. They will play a role in ensuring the safety of the equipment and in ensuring all spaces are prepared and suitable for use. They will have close links with all the programme areas, users and operational staff alike. Maintenance and upkeep of all equipment and ongoing inspections.

### MAIN RESPONSIBILITIES

- Play a key role in ensuring that the studio spaces are appropriately prepared and equipped for the full range of circus activities.
- Provide advice and training to NCCA students and professional members around training

and production needs

- Take a role in the management of all circus equipment, including statutory inspections.
- Act as a key member of the production team during in-house performances and external events.
- Promote safe working practices, particularly in relation to the use of circus and technical equipment and the studio spaces.
- Act as the responsible person/manager in the absence of the Senior Technical Manager for the effective and safe operation of all National Centre for Circus Arts Technical requirements, in accordance with its policies and procedures.

## **Details of responsibilities**

### **Studios**

- Ensure that the eight studios are safely prepared and professionally presented.
- Facilitate the needs of the various programme areas and users, implementing practical solutions for the installation, storage and layout of both rigged and floor-based equipment across the various studios.
- Liaise with external users and visiting companies/individuals to ensure that where possible and where practicable, their relevant technical needs are professionally met.
- In conjunction with other key staff in the Operations Dept., ensure that users are aware of any H&S matters pertaining to them whilst using the studios and equipment.
- Actively suggest where improvements to spaces and space use could be implemented.

### **Equipment**

- Take a role in implementing the LOLER / PUWER Examination Scheme, overseeing the monthly and biannual inspection & maintenance periods as well as any necessary equipment inspections undertaken by external contractors.
- Along with the rest of the department, keep an accurate record of these inspections and to maintain the catalogue and audit of rigging and circus-related equipment.
- Ensure that all equipment is appropriately stored.
- Assist with the hiring out of NCCA equipment in line with the Hires Policy as required.
- Keep an accurate record of equipment usage, particularly when used outside of the National Centre.
- Order any relevant equipment that may be required following purchasing guidelines and procedures.

### **Productions & events**

- Act as a key member of the production team during in-house presentations, productions and events.
- Offer creative input into the shows and events.
- Advise and offer support to other NCCA production departments, cast and crew.
- Where appropriate, oversee, engage and manage casual show crew/staff.
- On occasions, to work on offsite productions, events or projects directly connected with NCCA or where NCCA is providing a service.
- To assist in providing RAMS for all event-specific risks and activities.

### **Health & Safety**

- Ensure users and staff are made aware of and adhere to relevant codes of practice, ways of working and in-house policies.
- Keep up-to-date with current relevant Health and Safety matters
- In conjunction with the Senior Technical Manager, write risk assessments and method

statements for the activities of the department.

- With the wider Technical team, ensure risk assessments and method statements are followed in all relevant activities.
- Run technical inductions for Open Training members, students and new members of staff.

### **Other Duties**

- To support the Senior Technical Manager with the Technical Team budget setting, monitoring, and purchasing.
- To be available to students, teachers and programme leaders for consultation and advice on technical issues. On occasions to deliver training to students and others as appropriate.
- Act as a Duty First Aider, where appropriate.
- Attend a range of internal and external meetings as required.
- Demonstrate a commitment to health & safety and its practical application in all areas of work and encourage a culture of responsibility for H&S throughout the organisation.
- Promote a commitment to the National Centre's Equal Opportunities & Diversity policy, Disability & Reasonable Adjustments commitment and Code of Conduct, along with all other policies that contribute to the operating values and ethos of the organisation as determined in its mission statement.
- To carry out other duties as reasonably requested.

Such other duties (commensurate with the role) that may from time to time be reasonably required.

**NB:** This post requires practical activities such as the lifting and moving of medium/heavy loads and scaling ladders. The postholder will also be required to work at height.

### **PERSON SPECIFICATION**

#### **Experience**

- Demonstrable experience of working with technical equipment for live performance, and circus rigging in particular, in a performance venue or training environment.
- Experience of working directly with performers and/or students and advising them on technical needs to enhance their performance or training.
- Experience of working at height.
- Experience of budget recording/monitoring expenditure.

#### **Skills**

- An understanding of rigging, flying, working at height methodology and the principles around lifting and loadings.
- A good understanding of the use of technical upkeep and implementation for live performance.
- Qualifications relating to 'rigging' or 'at height' practices from a recognised body.
- A general understanding of relevant health & safety legislation and its impact in a training environment.
- A working knowledge of IT, including email, Windows, and Microsoft Office.
- Good communication and interpersonal skills.
- Ability to think creatively and problem-solve.

#### *Desirable*

- An understanding of temporary electrical installation, stage lighting, dimming, DMX control and operation, and production sound, audio visual and basic mixing techniques.
- A working knowledge of industry standard software such as Auto-Cad and Papertrail.

### **Personal attributes**

- Self-motivated with the capacity to work on their own initiative in a constantly changing and pressurised environment.
- Excellent team player.
- Understanding of and commitment to equal opportunities.
- An interest in the circus arts and/or education.

We recognise that candidates may not meet the desirable criteria listed in the Person Specification. If your experience and skills align closely with the role, we would still encourage you to apply.

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### **How to apply**

To apply, please complete the online application form, where you will upload a CV and be asked to write a response to these three questions.

Please also complete our [equal opportunities form](#)

### **Questions for Application**

*Please note that there is a 1,000-character limit for each question.*

#### **1. Rigging and live events**

Describe your experience of rigging within live events or performance environments. What types of productions, equipment or systems have you worked with, and how do you ensure work is carried out safely and effectively?

#### **2. Statutory inspections and compliance**

Give an example of your experience managing or supporting statutory inspections or compliance processes, such as LOLER or PUWER inspections, equipment records or maintenance schedules. How have you ensured standards and requirements are maintained in practice?

#### **3. Live production environments**

Describe your responsibilities within a live production or event environment. How have you worked with performers, students or technical teams to support successful delivery, and how have you responded to operational or safety challenges during productions or events?