

**OLD FIRE  
STATION**

# Theatre Technician Recruitment Pack

Art is for everyone.  
Everyone has potential.



# About Old Fire Station, Oxford

The Old Fire Station is a centre for creativity in Oxford housing two organisations: the homelessness charity Crisis and the Old Fire Station (OFS). We share our building.

OFS encourages people from all backgrounds to understand and shape the world in which we live through stories, creativity and the arts, and by connecting with others.

ART IS FOR EVERYONE. EVERYONE HAS POTENTIAL.

Read our 2022 impact report [here](#), and watch short videos about the OFS [here](#) and [here](#).

Learn more about our projects [Marmalade](#), [Offbeat](#), [Hidden Spire](#) and [Storytelling](#).

## What we do

### **Produce and present across art forms**

We want our reputation to be good-quality art, in person and online, which is aimed at adults, takes a risk, asks questions and entertains. We want our audiences to have fun and be open to new ideas and different people.

### **Help people to be creative**

We want people to be able to write, sing, draw, devise, design, perform, move, make, imagine, play and create – physically and online – individually or with others and to a high standard. Creativity includes artistic practice but also extends to technology and science and imaginative thinking. We want people to tell their own stories using the medium that works best for them.

### **Support artists**

We want early to mid-career artists from all disciplines to have access to the advice, networks and promotion they need to develop their practice as creatives and as facilitators of other people's creativity.

### **Include people facing tough times because of disadvantage**

We share our building with the homelessness charity, Crisis. Through this partnership, we offer people who are homeless space to define themselves and choose their own labels by including them in the running of the centre. We also seek to include others who are socially isolated and disadvantaged. We do not focus on homelessness. We focus on what people who face disadvantage can offer.

### **Work with communities across Oxford**

With Crisis, we offer a public space which is shared by very different people and helps to break down barriers and promote solidarity in Oxford. We will also work through partnerships beyond our building with different communities around Oxford.

# What we consider in everything we do

## Be human friendly

This means working with others to

- educate ourselves about healthy organisational culture and decision making
- take practical steps to develop honest supportive relationships within our team, with our volunteers, our partners and funders and with the public
- use our creativity to promote services founded on good quality relationships and learning

It also means having fun!

## Experiment and Listen

To make great art and to achieve change we have to experiment and play.

This means taking risks, being prepared to fail and being able to adapt and respond.

It also means listening carefully to those with whom we work (especially to dissent), reflecting deeply on what we do and how we do it, and measuring impact primarily through storytelling.

## Build financial resilience

This means ensuring that we are here for the long term by diversifying income streams, securing core and project funding, developing the business, minimising expenditure whilst delivering our mission and maintaining appropriate levels of reserves. It also means ensuring that those we work with are properly paid to help them become financially resilient.

## Unlearn Discrimination

This means working with others to

- educate ourselves about racism and other forms of discrimination in cultural organisations (especially with regards to disability and class)
- take practical steps to become more representative of diverse communities
- use our creativity to explore diverse culture and challenge ignorance or abuse

## Face the Climate Emergency

This means working with others to

- educate ourselves about the emergency
- take practical steps to reduce carbon emissions
- use our creativity to help our community face the challenges ahead



## How do we do it?

We do all this by focussing on:

- good quality relationships
- listening and learning
- encouraging creativity and risk-taking
- offering a public space which is welcoming to all
- working collaboratively online, outside and elsewhere

## Why is this needed?

Oxford is globally renowned for stunning heritage and outstanding research.

Oxford is also a place of disadvantage and inequality.

Oxford needs the Old Fire Station because it is about openness, inclusion, looking forward and different thinking.

The Old Fire Station acts as a bridge between sectors, organisations and people.



# About the role

The Theatre Technician supports the Technical Manager in providing a high-level of technical service for the Old Fire Station's received performance programme and hires, as well as the in-house productions and events.

To run the technical lights, sound and AV of the theatre and building, to a high standard, as well as managing the space in terms of health and safety and stage management. Ensure the technical department is kept organised, tidy and maintained. Assist in the management of the organisation of technical documents and show information

**Salary:** £23,350 (5 days a week) or £18,680 (4 days a week)

**Benefits:** Annual leave entitlement of 33 days (pro rata) including bank holidays. Some days need to be taken at specified times during the year. Additional annual leave awarded for long service. Additional work-related travel expenses (not including travel to and from the office) will be payable in line with the relevant conditions and rates agreed. Pension is offered to all employees.

**Contract:** This post is offered at either 4 or 5 days a week (29 hours or 37 hours). The hours are worked over a flexible pattern, which will include evenings, as well as Saturday and Sunday working. OFS works on a TOIL (Time Off In Lieu) system. Permanent role, subject to a 6-month probationary period.

**Line managed by:** Technical Manager

**Line manages:** None, but will require supervision of other technical staff on duty



# Key responsibilities of the Theatre Technician

- Manage the theatre auditorium and its associated spaces, maintaining tidiness and proper storage / use of equipment and observing security procedures.
- Provide technical support for events across all areas of the OFS, including but not limited to: space preparation, rigging, equipment set-up/tear down, programming and operation of lighting, AV and sound.
- Observe safe working practices as per HSE legislation and the venue's own protocols.
- Supervise visiting production companies in their use of the venue and its resources, ensuring compliance with safe working practices and supporting where necessary with technical requirements.
- Maintain a stock inventory, communicating any re-stocking requirements to the Technical Manager
- Maintain the Theatre's technical resources and infrastructure, reporting any faults to the Technical Manager
- Work alongside the Technical Manager and FOH department to ensure all department administration is completed timely and accurately, both in terms of managing events and running the venue.
- Undertake both in house and external training relevant to the post.
- Work with the Exhibitions and Workshops Manager to support any technical aspects of installs and de-installs when available.
- Support the inclusion of volunteers, Crisis Members and Oxford Brookes University students on technical aspects of theatre, when required.
- In conjunction with the Technical Manager and Front of House team, share responsibility for lock-up procedures in the building.



## Selection Criteria

If you have all or most of these, please apply:

- Demonstrable knowledge of theatrical and live event conventions and practices
- Familiarity with industry specific lighting, AV and audio systems including but not limited to: ETC eos consoles, Soundcraft Si, Qlab, Black Magic ATEM
- Familiarity with staging and rigging practices and associated H&S considerations pertaining to load limits, manual handling and work at height
- Familiarity with signal processing equipment relevant to lighting, audio and AV equipment.
- Ability to generate and interpret documentation relevant to live events, including but not limited to: technical riders, risk assessments and method statements
- A working knowledge of electrical theory
- Familiarity with industry specific 3D modelling software, such as Sketchup, StageCad, CaptureSE, Lxfree, Vectorworks
- Level 2 or above qualification in a subject relevant to technical theatre and/or live event production
- Level 2 or above qualification in any relevant H&S training, such as work at height, manual handling, first aid, fire marshalling, stage electrics
- Excellent communication skills (verbal and written), with good Microsoft Office skills and experience
- The ability to work evenings and weekends
- A working understanding of, and commitment to, equal opportunities, in particular with regards to working with vulnerable adults.

# Working at the Old Fire Station

- This contract is offered at either 29 hours or 37 hours (4 or 5 days) a week
- This post involves regular evening work and regular Saturday and Sunday working.
- The post is subject to a six-month probationary period
- As an equal opportunity employer, we recognise the diversity shortcomings of our industry and are committed to driving change and supporting employees to provide an inclusive workplace
- We expect staff to have a commitment to unlearning discrimination in order to become a more inclusive organisation
- We recognise the major impact that climate change is having on our world. We work as an organisation and with partners in the city towards a low-carbon sustainable Oxford. All staff are expected to share this responsibility and support this work
- All staff are expected to be able to support and supervise volunteers and trainees on placements, including Crisis members as part of our Training Scheme
- The Old Fire Station requires an open, creative and flexible approach to the work. This job description is a guide to the nature of the work required. It is not fully comprehensive or restrictive. This job description will be reviewed with the post-holder annually
- The post-holder will be expected to carry out the duties of this post in line with the Old Fire Station's policies and procedures and in line with all relevant insurance, legal, health and safety obligations





# How to apply and what to include

## Applications received

To apply, send us your CV and complete the application form, which you can download from our website.

We also accept audio or video applications.

If you require a printed copy of the application form, please email [recruitment@oldfirestation.org.uk](mailto:recruitment@oldfirestation.org.uk) or call 01865 294608.

We recommend the software Speechify for reading aloud the job description and application forms.

Please email your application to [recruitment@oldfirestation.org.uk](mailto:recruitment@oldfirestation.org.uk) by **5pm on Thursday 3rd October 2024**.

## Interviews

Interviews the week commencing **Monday 14th October 2024**.

If you are invited to interview, we will confirm beforehand who you will meet on each panel.

## What should I include in my application?

What has led you to apply?

What excites you about working with us?

What experience and skills do you bring?

What training and support would you need in the role?

Anything else you think we need to know about you.

## Still have questions?

Please email [dan.knight@oldfirestation.org.uk](mailto:dan.knight@oldfirestation.org.uk), Technical Manager.

We think it is important to hire people from a wide variety of backgrounds, representative of our society, not just because it is the right thing to do, but because it enriches the arts for all and makes us stronger as a team.

We welcome and encourage applications from individuals with lived experience of discrimination and disadvantage due to class, disability, ethnicity, gender identity and expression, neurodivergence, race and sexual orientation. Please tell us if you have this lived experience in your application. Based on this, if you meet the selection criteria, we are committed to offering you an interview.

We are keen to learn more about the barriers to inclusion and it would be really helpful if you could also fill in our [demographics monitoring form](#). This is anonymous and is for us to assess how well we are doing in terms of attracting applications from people who experience discrimination.