

NEWHAMPTON ARTS CENTRE

TECHNICAL ASSISTANT

October 2023

NAC, Dunkley Street,
Wolverhampton
WV1 4AN

T: 01902 572 090

E: admin@newhamptonarts.co.uk

TECHNICAL ASSISTANT

Job Purpose and Role:

To provide technical assistance and theatre maintenance, and act as a site assistant during periods when theatre working is not required.

Responsible to: Newhampton Arts Centre Management

Hours of work: 17 hours per week, will be composed of day, night and weekend shifts.

Salary: £11.57 / hour

Key Responsibilities:

PRINCIPAL TECHNICAL DUTIES:

- ▶ To be responsible for setting up the theatre space for music, comedy, conferences, theatre, and other events at NAC.
- ▶ To be responsible for operating sound, lighting, and projection requirements of clients.
- ▶ To liaise with the technical manager, artists, promoters and stakeholders of the programme to ensure the programme and workshops are delivered effectively.
- ▶ To observe, monitor and carry out the health and safety requirements to ensure performers, staff, residents and public are safe at all times.
- ▶ To be responsible for the upkeep and maintenance of all equipment on site. To liaise with the site manager on all facility matters.

PRINCIPAL SITE DUTIES:

- ▶ Act as a representative for NAC during work hours. To be responsible locking and alarming the building.
- ▶ To give assistance and information to visitors to the Centre.
- ▶ To assist with other site duties when needed.
- ▶ To report H & S issues to the management team.
- ▶ To carry out any further relevant duties as required by the Board.

Person Specification

Skills and qualities which candidates require are summarised as follows:

ESSENTIAL	DESIRABLE	DEMONSTRATED BY
An interest in the arts		Application form, Interview, references.
An understanding of how live events are run.	Both physical and contractual.	Application form, Interview, references
To have some basic technical experience.	Sound, lighting and AV.	Application form, Interview, references
To have awareness of health and safety issues	To understand health and safety documentation and risk assessment.	Application form, Interview, references
Willing to work with a wide range of people.	Experience of dealing with the public and especially young people.	Interview, references.
Good communication skills.	Computer literacy	Interview, references.
Reliable and trustworthy.	Experience of taking responsibility	Interview, references.
Able to work alone and on own initiative	Experience of taking responsibility	Interview, references.
Commitment to equal opportunities	Interest in working in community/ arts areas.	Interview, references.

Appropriate training will be given to suitable candidates.

Terms and Conditions

1. Wages will be paid monthly by Direct Payment into a named bank account.
2. Newhampton Arts Centre will pay Employer's National Insurance Contributions.
3. Tax and National Insurance, plus any other statutory deductions (including student loan repayments), will be deducted at source.
4. Pay is reviewed annually in April of each year.
5. Pension: An auto-enrolment pension scheme is in operation with The People's Pension. Current contributions are 3% for employer and employee.
6. Holidays: 25 paid days per year, pro rata plus statutory holidays, and including Christmas and New Year site closure days. Holidays must be taken at times convenient to the running of the NAC.
7. Training: Appropriate training will be provided as necessary.
8. Probation: This contract is conditional on a satisfactory probationary period of one month.
9. Sick Pay: Absence due to sickness must be notified by 9am on the first day or as soon as possible.
10. Grievance and Disciplinary Procedures will be dealt with by Line Manager and then the CEO in the first instance. If necessary, matters can be referred to the board members responsible for staff Issues.
11. Termination of contract: Four weeks' notice of termination of contract is required on either side.

12. Security: The Employee will be responsible for looking after keys and security codes entrusted to them and will not pass these on to any unauthorised individual
13. Staff Handbook: Full conditions of employment are available in the NAC office.
14. Any offer of employment is conditional on an Enhanced Disclosure and Barring Services check.
15. NAC reserves the right to require all employees to follow specific public health guidance that may be issued by either national government or local authority.

TO APPLY:

Please obtain and complete the Job Application Form either from the NAC website or by emailing office@newhamptonarts.co.uk and return to office@newhamptonarts.co.uk by the closing date of 5:00pm on Friday 3rd November.

Shortlisted candidates will then be called to an interview and short practical assessment on **WEDNESDAY 8TH NOVEMBER** . Please ensure you are free for this date if you apply. Further details will be given to shortlisted candidates.

For an informal discussion of this post please email office@newhamptonarts.co.uk with a phone number we can call you back on.



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