

# CANDIDATE PACK

## HELLO AND WELCOME

**Thank you for your interest in this role. It's an exciting time to join the Belgrade Theatre, as we springboard into the future, building on a completed £5.5m capital project, leadership change and ACE Uplift to a Band 1 organisation.**

The Belgrade Theatre is one of the largest professional producing theatres in the West Midlands, engaging 250,000 people annually through high quality performances, training, education and community outreach. We have two auditoria (858 and 250 seats), four studios, a production workshop, café, bar, new conferencing facilities, and a digital innovation space.

In January 2022, Laura Elliot and Corey Campbell took over the leadership of the organisation, and are implementing ambitious plans that build on the theatre's rich history of pioneering theatre, participation, and talent development and realise a lasting place of sanctuary for creatives and communities.

## NEW VALUES TO INSPIRE

**ACTING TOGETHER:** We believe by collaborating and co-creating, we'll be greater than the sum of our parts, working collectively to the power of Coventry's people.

**COME AS YOU ARE:** We believe in providing an inclusive experience to ensure everyone who encounters us can do so as themselves, and that lived experience empowers the LIVE experience.

**ALWAYS EVOLVING:** We believe in learning and ambition. Each step we take propels the next, and every exit can become a new entrance.

## OUR STRATEGIC PRIORITIES

**REPUTATION:** Grow the profile of the Belgrade as a centre for transformative theatre, contributing to the cultural profile of Coventry and wider region.

**RESILIENCE:** Future proof the organisation, securing long-term financial and environmental sustainability.

**INCLUSION:** Embed diversity, access and inclusion in every aspect of what we do.

### **A NEW MISSION TO PURSUE:**

To lead a people-first, creative powerhouse, providing transformative experiences, diverse storytelling, mutual learning and enrichment.

### **AS A STAGE FOR COVENTRY:**

We produce and present performances that celebrate our city's diverse stories, artists and communities, and share them with the world; building a reputation for diverse, inspirational theatre.

### **AS A THEATRE OF LEARNING:**

We invest in our region's talent, using our facilities and staff to provide training and opportunities for the next generation of artists and leaders.

### **AS A THEATRE OF TRANSFORMATION:**

We provide space and opportunities for people to explore their creativity and enrich their health, belonging and education.

Over the next 3 years we will lead a 'people first' approach; prioritising co-creation and cultural democracy; aiming to be a leading example of an inclusive learning theatre that sits at the heart of its community.

## **Assistant Technician (LX, Video & Sound) Job Description**

### **Post:**

ASSISTANT TECHNICIAN (LX, VIDEO & SOUND)

### **Salary & Band:**

£27,432.08 pa

### **Department:**

Production Team

### **Contract:**

Permanent

### **Hours:**

Full-Time, Annualised Hours Agreement (AHA), based on 39 hours per week

### **Line Manager:**

Technical Manager

### **Reporting To:**

Deputy Technical Manager

### **Location:**

The Belgrade Theatre Coventry

### **JOB PURPOSE AND ROLE:**

To assist in providing first class support to the Belgrade Theatre's Technical department, across all technical disciplines, lighting, sound, video, stage disciplines. Support is for all Belgrade Theatre productions and associated events, including all visiting work to the Belgrade Theatre. Particular regard must be given to maintaining consistently high production values within the Belgrade Theatre, and if required on tour.

## **WHAT YOU WILL DO**

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **OPERATIONAL**

- Attendance at meetings/rehearsals as required,
- The ability to assist with the creation of lighting effects/build of practical's as required for a Belgrade Theatre productions,
- The ability to assist with the creation of sound and video effects/build of practical's as required for a Belgrade Theatre productions,
- Assisting as required with advising other members of staff, actors & show staff on the safe and proper use of stage lighting/sound/video elements, and/or related items, in the manner in which their design and manufacture intended,
- Reading and interpreting rig plans, ground plans and elevations,
- Undertaking the colour call for productions ,
- The safe rigging/installing/fitting up of lighting, sound, video and set elements, and/or related items, within an agreed schedule, for all Belgrade Theatre and associated events, including visiting companies,
- The programming and operation of lighting, live/recorded sound and video as required within a production, for all Belgrade Theatre and associated events, including visiting companies,
- Working as Onstage Electrician, Sound No. 2 and/or Follow Spot operator,
- Assist as required in the operation and movement of staging equipment as required (counterweight flying, motorised bridges, lifts etc) ,

- Assisting with the maintenance of the lighting, sound & video elements, and/or related items, of the show in performance,
- Assisting with the maintenance of all electrics and sound departmental equipment as required,
- Ensuring storage areas are kept tidy and accessible,
- Ensuring all departmental areas of work are kept clean and tidy,
- Assisting with portable appliance testing of all lighting/sound/video equipment with the Electrics and Sound Departments,
- Driving, if qualified, the theatre van and hired vehicles for deliveries, collections and other purposes,
- Transferring lighting, sound, video and set elements, and/or related items, between the theatre, stores, workshops and rehearsal rooms,
- Unloading and storing items delivered to the department,
- Unloading and loading of trucks for visiting companies, and Belgrade productions,
- Crewing for productions including 'setting up' and the safe operation of hand winched trucks, revolves, hydraulics, hemp flying systems & stage traps etc,
- Undertaking other technical cues as may be required including scene changes, live flying, setting props etc, some of this may be in view of the audience,
- As required, act as Duty Stage Manager for visiting shows, as well as events and conferencing work, and Sunday concerts if required,
- The safe and efficient fitting up and strikes of all productions, and all associated equipment,

- Assisting in maintaining the scenic elements, and/or related items, of the show in performance,
- Ensuring all departmental areas of work are kept clean and tidy,
- Assist with stage related maintenance in B1 Main Stage and B2 Studio, when required.

## **WHAT ARE WE LOOKING FOR**

### **ESSENTIAL**

- A reasonable level of fitness and mobility is required because of the physical nature of the post; ability to work at height,
- A minimum of two years' experience of working within a similar professional theatre environment,
- Willingness to embrace the Belgrade Theatre Brand Values,
- Excellent time management skills, with the ability to work under pressure and to tight deadlines,
- Accuracy and attention to detail, with the commitment to produce work of the highest standard while working with minimum supervision or as part of a team,
- Excellent team worker, with great communication and interaction skills,
- Proficiency in the use of Word, Outlook and Excel,
- Ability to interpret drawings and plans,
- Ability to operate ETC Eos family lighting control,
- Ability to work evenings or at weekends as required.

## **DESIRABLE SKILLS**

- Experience of working in a producing theatre/theatre company,
- Experience in the use and programming of moving lights,
- Experience in particular Digico Sound desks,
- Basic ability in the use of QLAB software for sound and video playback,
- Basic understanding of the use of CAD,
- Basic awareness of counterweight flying systems,
- Basic awareness of using motors and motor control,
- Awareness of relevant Health & Safety issues,
- Full, clean Driving Licence.

## **OTHER INFORMATION**

- Starting date: ASAP
- Probationary period: Eight Weeks
- Notice period: Two week's notice during probation; after confirmation of appointment the notice period is one month
- Working Hours: This is a full-time post working on the Annualised Hours Agreement (AHA) which is based on 39 hours Monday to Saturday (excluding meal breaks) with frequent evening and weekend work
- Overtime: As per the AHA Agreement and must be agreed in advance with Line Manager
- Pension: Auto-enrolment, with Belgrade currently making 3% employer contributions which will rise in line with legal requirements. The Theatre's appointed pension provider is NEST. Further details are available

- Holidays: 28 days per annum including Bank Holidays, rising by one day every complete year worked, to a maximum annual holiday entitlement of 33 days (including Bank Holidays). Pro Rata for part time working. Due to the busy Panto Season, holiday may not be taken over Christmas period
- Location: This role is based at the Belgrade Theatre in Coventry, but flexible and hybrid working can be considered
- The Belgrade operates a House Agreement based on the UK Theatre (formerly TMA)/BECTU (Broadcasting, Entertainment, Cinematograph and Theatre Union) Agreement and its Staff Handbook outlines the terms on sick pay, maternity leave and pay, paternity leave and pay, grievance and discipline and other relevant staff matters
- Employees' health and safety is of paramount importance, and Management insists that an employee obtains written express permission to take on any paid work or other employment during periods of TOIL (Time Off In Lieu) or holiday. No permission will be given for the first 28 days of holiday as this is a statutory requirement
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK.
- The candidate's contract of employment with the Belgrade Theatre does not come into force until the first day of work
- Staff are entitled to tickets for shows at the Belgrade Theatre, subject to particular conditions and 10% discount at the Theatre's Café and Bars



## HOW TO APPLY

Please send a **CV** and **covering letter** by **9am** on **Monday 24 February 2025** to [recruitment@belgrade.co.uk](mailto:recruitment@belgrade.co.uk) or via post to: **Recruitment, Belgrade Theatre, Belgrade Square, Coventry, CV1 1GS.**

Please clearly mark the subject of your email, or address on the front of your envelope, as Assistant Technician (LX, Video & Sound) **application.**

**Your CV should include:** dates (months/years) of employment, job title and location. It should also include the name, work address, email address and phone numbers of two referees with a note to say how they know you.

**Your covering letter should include:** why are you interested in this post (e.g. what qualities you think you can bring to the job, your relevant skills, any additional information you feel supports your application). We recommend that you tell us what you can about yourself, with reference to the **What You Will Do & What We Are Looking For** sections. Please also include any relevant qualifications or training courses attended.

Alternatively, we can accept applications in other formats, including voicenote or video.

Your covering letter should be no more than two sides of A4/500 words or a video/voicenote of no more than five minutes in length.

If you are applying through the **Disability Confident Scheme**, please reference that in your cover letter or application, and also complete the disability confident survey via this link:

[Disability Confident Survey.](#)

If you need any support to help you apply, please don't hesitate to get in touch and we will do our best to meet your needs. We particularly welcome applications from people of the Global

Majority, people who are disabled, neurodivergent and people who are currently under-represented in our industry.

Interviews will take place **w/c 3 March 2025**

## **EQUAL OPPORTUNITIES FORM**

The Belgrade Theatre is committed to ensuring equal opportunities, aiming to attract and work with staff from a wide diverse pool. The information that you give us on this form will be treated confidentially and stored on our HR database as statistical information only. This will be used to help monitor the diversity of applicants and to enable us to continue to develop policies and procedures regarding diversity and to submit required data to our funders. The information you supply will not be made available to anyone in any form other than anonymous data.

**Please complete our monitoring form via this link:**

**[Diversity and Equal Opportunities form](#)**