



**The Albany
Douglas Way
Deptford
SE8 4AG**

www.thealbany.org.uk

Technician (casual/freelance)

Background information

The Albany, in the heart of Deptford, is a vibrant performing arts venue, with a strong focus on working with diverse, local communities. Our mission is to provide:

- An artistic and community resource where diversity and creativity flourish
- A space where new talent is nurtured and exposed to ideas from across the world
- High quality creative experiences relating to the communities we serve
- A creative centre for learning within the community, contributing to the cultural, social and economic benefit of South East London

During the last year over 180,000 people visited the Albany and used its facilities, including audiences of 40,000 at over 400 events. The Albany has four performance spaces and its year-round programme encompasses music, theatre, dance, and spoken as well as an array of educational, training and community-based projects. Its other facilities include rehearsal and meeting rooms for hire and office space for 26 resident companies.

As a registered charity the Albany operates a social enterprise business model generating over 50% of its turnover from earned income. The Albany also manages community and performance spaces as well as cafes at Deptford Lounge and Canada Water Culture Space on behalf of Lewisham and Southwark Councils. The combined footfall across all three buildings is now in excess of a million a year.

Purpose of the post

As a member of the production team, the post holder will provide high quality technical support (including lighting, sound, AV and stage management) and maintenance for all Albany venues and equipment including the Canada Water Culture Space and the Deptford Lounge. You will deliver a consistently high standard of service to visiting artists and other venue users, and using safe working procedures at all times contribute to the Albany's objective as a leading venue for excellent and diverse performance art.



Job terms

[Back to beginning](#)

Job title	Technician
Hours	Varied and occasional, minimum four hour call, includes regular evening, overnight and weekend work
Rates	From £11 per hour freelance (or equivalent if employed on a casual basis)
Contract	Casual or Freelance depending on circumstances and experience
Reports to	Technical Manager
Key relationships	Front of House Staff, Premises Assistants

Job description

[Back to beginning](#)

Main responsibilities and duties

1. Work with Technical and Operational site teams to provide appropriate technical support to visiting companies, artists and in-house productions, both for the creative programme and the hire bookings.
2. Work closely with artistic residents, partner organisations and creative team to develop and implement their technical requirements for all events.
3. Act as Duty Technician in a multi-disciplinary capacity, including event management, as appropriate.
4. In conjunction with the Albany production team liaise with representatives of incoming events to establish production requirements. Interpret technical specifications from companies and work with them appropriately to fit the unique performance spaces.
5. Build and maintain positive working relationships with all staff, partners and users in respective venues to deliver a smooth service. Provide a high standard of customer service levels for visiting companies and space hirers.
6. To attend meetings and training sessions as appropriate and required.



7. At all times to be responsible for safe working practices of self and others within the venues, including safe operation of all backstage areas and instruction of visiting artists on emergency and evacuation procedures and assisting during an evacuation.
8. To ensure safety and good housekeeping. Perform routine equipment & venue maintenance and PAT testing
9. To provide the Technical Manager with regular stock checks of consumables and supplies. Ensure sufficient stock/equipment is available for events in all performance spaces.
10. To work actively with the Albany's Health & Safety, Environmental Sustainability, Equality and Diversity and Safeguarding of children and vulnerable adults policies.
11. To support the aims and objectives of the Albany both, internally and externally.
12. Deputise for members of the Albany production team at all Albany sites as required.
13. To undertake any other duties the Technical Manager or the Senior Management Team may reasonably require.

This job description is a guide to the nature of the work. It is not wholly comprehensive or restrictive and may be reviewed as required; other responsibilities may be added depending on experience and need.



Person specification

[Back to beginning](#)

The ideal candidate will be able to demonstrate the following skills, experience and qualities:

- Demonstrable experience of working in the technical department in a professional performance/ live music environment.
- Ability to work as duty technician independently and capacity for taking responsibility for always delivering a successful event.
- Working knowledge of all technical disciplines including lighting, sound, AV and stage management, ideally including a working knowledge of GrandMA, Avolites and ETC lighting desks, Roland and Yamaha digital sound consoles and some experience with QLab 2 or 3 show control.
- Ability to interpret technical drawings and lighting plans.
- Ability to adapt lighting designs to the spaces and sometimes produce designs for events.
- Operation of FOH sound and foldback in a live sound environment.
- Some stage management experience.
- Ability to prioritise, organise own workload and work effectively in a busy and demanding environment.
- Excellent time management.
- Flexibility to work unsociable hours, incl. nights, weekends and Bank Holidays.
- Physically fit, able to perform manual handling tasks and working at height.
- Highly self-motivated and able to find effective solutions to practical problems.
- Excellent communication skills with a range of people and environments.
- Excellent customer care skills, including people with a disability.
- Knowledge of current Health & Safety legislation as applicable to the operation of a public building.
- Computer literate.
- Successful candidate will be required to obtain an enhanced DBS check.

Albany staff structure

[Back to beginning](#)

