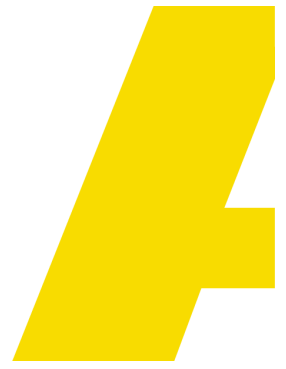


Recruitment pack



Chief Electrician



1. [How to apply](#)
2. [Background information](#)
3. [The Role](#)
4. [Job Description](#)
5. [Terms](#)
6. [Person Specification](#)

the Albany www.thealbany.org.uk Douglas Way Deptford London SE8 4AG
box office 020 8692 4446 **tel** 020 8692 0231 **email** albany@thealbany.org.uk

The Albany 2001 Company Ltd (England 4333098). Registered Charity No. 1112521 VAT No. 653 390 728

Applying for the post

Applications must be submitted via the online platform by **12 Noon, Monday 24 February**
<https://thealbanynew.livevacancies.co.uk/>

For more information about the Albany please visit our website www.thealbany.org.uk. If you have any access needs in relation to your application and interview then please let us know.

Recruitment contact: Ceri Payne, The Albany

Douglas Way Deptford, SE8 4AG

T 020 8692 0231 ext.206; E vacancies@thealbany.org.uk

About the Albany

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

The organisation has grown considerably over the last years with turnover increasing to £3.2million in 2018/19. The Albany is a registered charity and operates a social enterprise business model generating over 50% of its turnover from earned income. It is also grateful for the consistent support of the London Borough of Lewisham and the Arts Council England.

During the last year over 250,000 people visited the Albany and used its facilities, including audiences of 50,000 at over 400 events. Not including its use of outdoor spaces and other sites, the Albany has four performance spaces, and its year-round programme encompasses music, theatre, outdoor arts and spoken word as well as an array of learning, participatory and community-based projects. Our other facilities include rehearsal and meeting rooms for hire, office space for 26 resident companies and a catering operation across three sites.

The Albany also manages community and performance spaces at Deptford Lounge and Canada Water Theatre on behalf of Lewisham and Southwark Councils, including the 150-seat studio theatre at Canada Water. The combined footfall across all three buildings is now in excess of a million a year.

The Albany has ambitious plans for the next few years, including leading on national projects, developing new artistic and programming models, and major capital development.

www.thealbany.org.uk

www.canadawatertheatre.org.uk

www.deptfordlounge.org.uk

Purpose of the post

As a key technical team member, the post holder will provide high quality technical supervision (including lighting, AV, sound and stage management) and maintenance for all Albany venues and equipment including the Canada Water Theatre 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 contributing to the Albany's objective as a leading venue for excellent and diverse performance art.

Job description

[Back to beginning](#)

Main Responsibilities and Duties

Production & Technical

- Lead on LX and electrical requirements and resources across the Albany sites, working with the TM and Head of Department
- Take responsibility for the complete and adequate technical delivery of nominated Albany in-house, received and hires events within set budgets, time frames and Albany technical standards. Communicating any needs to relevant staff members in a timely fashion to ensure the success of every event
- Be the nominated contact, as required, for incoming and in-house performances, hires and other events to establish production requirements for each event well in advance and communicate these to all other teams (particularly Creative and Operational) for effective contracting, sales and delivery
- Plan, coordinate and deliver production aspects of nominated events at the Albany, Canada Water, Deptford Lounge and off-site, and ensure all relevant event information is communicated to the appropriate staff
- Oversee and lead Technical event teams, apprentices and trainees, as well as liaising with operational site teams, to provide appropriate technical support to visiting companies, artists and in-house productions, both for the creative programme and hire bookings; from conception to debrief. This includes loading / unloading, rigging, event / stage management and operation of lighting, sound and digital media
- Maintain, develop and deliver high quality Albany technical standards and innovate and manage technical solutions
- Assist the TM in updating, innovating and (re-)drawing as necessary all technical specifications and performance space plans
- Act as Event Manager, particularly for key events, and Duty Technician in a multi-disciplinary capacity; including Fire Warden, First Aider as required across all sites

Maintenance

- Maintain the electrical, technical and digital resources of the Albany building as a whole, with specific responsibilities for the lighting equipment and installations and their regular testing, including planned and reactive maintenance, PAT testing
- Maintain an up to date inventory of all technical assets (using core vision software) including consumables and equipment ensuring that they are appropriately stocked, stored and controlled, minimising breakage and wastage
- With the TM, plan for, oversee and carry out periodic maintenance of theatrical equipment and services, across all three venues
- Report legal compliance and state of repair issues and assist with responsive repairs in line with own skillset
- Provide support for building maintenance and digital infrastructure as appropriate

Health & Safety

- Ensure all health & safety policy relevant to technical is adhered to, and assist with the implementation of new policies as required by legislation and best practice
- Ensure risk assessments and method statements for new equipment, activities and shows are in place prior to performance or use. Ensure all technical staff have read and understood all relevant documentation for roles and tasks, and are suitably trained, experienced and inducted to perform those duties
- Retain auditable evidence of best H&S practice; ensure information, test records and risk assessments for designated areas of responsibility are within review dates
- Ensure visiting technicians and companies receive appropriate inductions and safety briefings for every event before commencing work including emergency and evacuation procedures and assisting or leading an evacuation
- Ensure the security and good housekeeping of all technical and backstage areas, and Albany buildings as a whole
- Work actively within the Albany's Policies including IT, Equality & Diversity, Safeguarding, Environmental Sustainability and Health & Safety

Operational

- Assist with seasonal planning and preparation, arranging of rotas and staffing
- Supervise Casual and Freelance Technicians and any other technical staff
- Attend production meetings, internal and external meetings and training sessions as appropriate and required
- Carry out and keep records of induction and training of technical staff; take part as appropriate in training other staff, volunteers and participants.
- Maintain industry links and keep in touch with new products, equipment and techniques to ensure high quality technical delivery
- Act as a key holder for the Albany Building and ensure its safety and security whilst under your care (ie late lock-ups, early openings and any other appropriate instances)

Organisational

- Lead by example, exemplifying the values of the organisation and good practice
- 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
- Ensure the intentions and requirements of the Albany's Health & Safety, Environmental Sustainability, Equality and Diversity and Safeguarding of children and vulnerable adults policies are applied personally and by staff in the team
- Work within and contribute to the Albany's sustainability strategy, ensuring the efficient use of technical resources and energy, limiting wastage and monitor and reduce consumption across all areas of work where possible
- To support the aims and objectives of the Albany both, internally and externally
- Deputise for TM and operational team members as appropriate
- To undertake any other duties the TM or the Senior Management Team may reasonably require.

This job description acts to provide guidelines to the duties expected while in post. It is not wholly comprehensive or restrictive and may be reviewed and amended depending on experience and business need.

Terms

[Back to beginning](#)

Job Title	Chief Electrician
Responsible to	Technical Manager (TM)
Responsible for	Casual & Freelance Technicians
Key Relationships	Albany Production team, Creative Programme and Operational teams, Canada Water Theatre team, Deptford Lounge team
Salary	£22-25,000 per annum, depending on experience
Hours	Full-time (hours as necessary, 45 hour per week base expectation including breaks), including regular evening, night and weekend work
Contract	Full time, 3 month probationary period
Holiday	22 days per annum, rising to 25 days and Bank Holidays
Pension:	Pension scheme provided by NEST
Other benefits:	Complimentary tickets to Albany performances (subject to T&Cs) Albany café 10% discount Cycle to Work scheme

Person specification

[Back to beginning](#)

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

- Demonstrable and significant experience of working in a technical capacity in a professional performance / live music environment
- Experience of successfully supervising technical work of others
- Experience of workflow management for technical/production work and teams
- Ability to work as duty technician independently and capacity for taking responsibility for delivering a successful event both as an individual and as a team
- Extensive technical and lighting working knowledge including GrandMA and ETC lighting desks
- Solid working knowledge in sound, AV and stage management, ideally including a Roland and Yamaha digital sound consoles, analogue sound consoles and experience with QLab 2, 3 & 4 show control
- Ability to expertly interpret and produce technical drawings and lighting plans, both in paper and electronic (CAD) forms
- Ability to adapt lighting designs to the spaces and sometimes produce designs for events
- Adequate operation of FOH sound and foldback in a live sound environment
- Fully computer literate; experience of Artifax Event software a plus
- Ability to prioritise and organise the workload of others and themselves and work effectively and timely in a busy and demanding environment
- 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 working with people with a disability
- Confident with current Health & Safety legislation as applicable to the operation of a theatre and public building
- Physically fit, able to perform manual handling tasks and working at height
- Flexibility to work unsociable hours, incl. nights, weekends and Bank Holidays
- Successful candidate will be required to obtain an enhanced DBS check