

Venue Technician

Edinburgh Festival 2023



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1. About the Role

Venue Technician

Role: Venue Technician
Department: Production
Line Manager: Production Manager
Key Relationships: Venue Management, Venue Technicians, Front Of House

Contract: Fixed Term

Role Description

The **Venue Technician** will work as part of a team to maintain the high quality of production standards expected at the Festival within their allocated venue(s). They will have an aptitude in their particular field and will be responsible for running, operating and maintaining their venue's equipment.

They will be the key point of contact for incoming designers and companies aiming to transfer their design vision to the stage to the highest standard possible.

Due to the multifaceted nature of the Festival, the Venue Technician will require either a lighting or sound specialism but must also have an ability to work cross-departmentally with stage and technical teams to accommodate the needs of incoming shows.

All roles in the Technical department will work in a multi-skilled team and be dedicated to a specific venue. Each venue will typically have a programme of approximately 8-10 performances per day. Roles will operate on a rota schedule during the Festival Period, with shifts loosely split into AM and PM shifts with a daily handover or overlap period, to manage the requirements of the daily performance schedule. The ability to work collaboratively with team members and performing companies alongside exceptional organisation is key to ensuring a smooth operation.

Key Responsibilities

- To be responsible for the maintenance and reporting of all technical equipment in the venue(s).
- Managing Plot sheets and turnaround tracks and in the process mentor and guide less experienced crew in manual handling and stage craft.
- To work closely with performing companies.
- To work in close proximity with the same company and team members every day.
- To manage quick turn-around times, with as little as 15 minutes between performances.
- To problem solve, troubleshoot and think on your feet, often with little or no warning.
- To maintain detailed notes on company requirements to facilitate days off and cover.
- To maintain an organised work system.

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Get-In/Out and Technical Rehearsals

- During the Get-In period prior to the festival opening to the public, each role will actively contribute to the construction phase of ZOO's sites. During this period, each member of the Technical department will fully contribute to all manner of fit up and construction tasks. Tasks will be assigned to be appropriate to the team member's abilities, but may include physically exerting duties such as lifting; carrying; construction; rigging; technical installation; painting and finishing. This process is replicated during the Get-Out period, when venue facilities are de-rigged following the final performances.
- Technical Rehearsals with performing companies take place in all venues from 01/08/22 – 04/08/22. During this phase, each venue team will work through a daily schedule of technical sessions with incoming productions. It is the team's responsibility to make the visiting companies feel welcome, induct them into the space and facilitate their technical requirements to help deliver the highest level of production standards possible.
- These periods will operate according to the build, training and production schedule, and will therefore differ to the Festival Performance Dates when a daily rota is implemented. All roles should expect to work an intensive schedule during these dates.

General

- Liaise with other departments across the organisation to ensure the smooth running of operations.
- Ensure that ZOO is represented to all visitors as having excellent standards and first class service.
- Act as a representative for ZOO and its values.

Personal Specifications

Essential Criteria

- The ability to rig and focus generic and intelligent lighting fixtures.
- The ability to maintain accurate paperwork.
- Competent at fault finding and troubleshooting skills.
- Experience in operating lighting and sound equipment.

Desirable Criteria

- Experience working at the Edinburgh Festival Fringe.

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2. Contract Terms

Contract Type:	Fixed Term Freelance Period
of Engagement:	25/07/23 – 31/08/23 inclusive
Key Dates:	Get-In: 25/07/23 – 31/07/23 Tech Rehearsal: 01/08/23 – 03/08/23 Festival: 04/08/23 - 27/08/23 Get-Out: 28/08/23 – 31/08/23
Fee:	£2500 via invoice
Payment Schedule:	50% Total Fee on 12/08/23 50% Total Fee by 05/09/23
Place of Work:	ZOO, Edinburgh, United Kingdom
Schedule of Work:	Working on a rotating shift pattern with an average 6 day week during the Period of Engagement. Evening and weekend work are essential in this role.
Right to Work:	All applicants must have the right to work in the UK. If you are not a UK citizen and require additional visas or working permissions, please specify this in your application.
Tax	You are responsible for your own tax and national insurance

3. Applications

To apply, please submit your CV and a covering letter stating why you think you are suitable for the for the role via email: production@zoovenues.co.uk

Deadline: Applications will be reviewed and interviews held via Zoom or phone on a rolling basis until all roles are filled, with a preliminary application deadline of 17:00, Friday 12th May 2023