**Technical Coordinator**

**Hours:** Part Time 20 hours per week, with regular evenings and weekends

**Salary:** £20,780 pro rata based on 40 hour week

**Holiday entitlement:** 14 days per annum (including public holidays)

**Benefits:** 30% discount on food/drink in the Alphabetti Bar & complimentary tickets to productions at the venue.

**Contract:** Initial 1 year contract (with intention to extend) subject to probationary period.

**Start:** 17th January 2022.

**Application process**   
All individuals wishing to apply should send a CV and covering letter detailing their suitability for the role via email to: programming@alphabettitheatre.co.uk **Please use email subject – [applicant name] - [Technical Coordinator]**   
Closing application date: **5pm** **Friday 17th December 2021  
Applicants to be notified if they are invited to interview: Tuesday 21st December 2021**  
Interviews to take place on: **Wednesday 5th January 2022**

Interview process will be in two parts over the same day:

**Part one:** An interview with a small selected panel led by Alphabetti’s Artistic Director, about the individual and their work.

**Part two:** A discussion with the same panel about how you would work in the space, what you would be able/want to implement immediately and what you would look to implement over time with a budget. Alphabetti are happy to provide candidates time so they can look around the building, if they are not familiar with the building.

**Successful applicant to start from 17th January 2022**.

**Main duties for the role:**

* To liaise, support and work with every creative team and artist coming to the building, ensuring all have tech specs, risk assessments and access protocols.
* Lighting & technical designer for in-house productions.
* To improve and maintain the technical facilities at Alphabetti, abiding by health and safety policies and industry best practice.
* To deliver technical services and support, during all get in and get outs.
* Repair and maintain equipment.
* Attend production and operation meetings, working in collaboration with the small team to ensure the smooth running of events and services.
* Managing, repairing and maintaining tech equipment.
* To coordinate casual technicians ensuring that any individual has had appropriate training and has the correct information required to do their job.
* To coordinate with the general manger to manage the captioned performances, audio described performances and relaxed performances.

This role outline is not exhaustive and other duties/responsibilities may be required/edited as appropriate to the successful applicant.

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|  | **Essential** | **Desirable** |
| **Qualifications** | A minimum of 2 year’s technical experience working in a theatrical or arts environment | Professional qualification (HND or Higher) |
|  | A minimum of at least 2 professional credits as a lighting designer. |  |
| **Knowledge** | Competent in rigging lighting, sound & audio visual equipment for theatre production | Rigging qualification |
|  | Significant experience of operating lighting consoles for theatre and events | Experience in mixing sound for conference or music events |
|  | Understanding of audio systems and their operation | First aid at work certificate |
|  | Practical knowledge of video and data projection | Use of projection for conference and theatre |
|  | Knowledge of Health and Safety Regulations |  |
|  | Maintenance of designated theatre spaces and equipment |  |
| **Skills** | Maintenance and repair of equipment | Electrical qualification |
|  | Ability to manage/train and assist casual staff/volunteers in all aspects of theatre production | PAT Test qualification |
|  | Willingness to pursue relevant career development and training courses |  |
|  | Knowledge of IT programmes and systems |  |
| **Personal Attributes** | Ability to work independently and to be a constructive team member | Full UK Driving Licence |
|  | Excellent communication skills |  |
|  | Effective time management skills |  |
|  | Willingness to learn new techniques and technologies |  |
|  | Willingness to work unsociable hours |  |
|  | Be comfortable with dogs and children |  |
|  | An interest in theatre and the performing arts |  |
|  | Commitment to the artistic aims of Alphabetti |  |

**About Alphabetti:**

Alphabetti Theatre is an award winning, artist led 80-seat theatre located in Newcastle upon Tyne. We are a registered charity with an additional trading arm; in addition to the theatre space we have an 80 capacity music & cabaret stage (The D’Addarrio Stage) located in our bar/café, two rehearsal rooms, office, and 4 artist studios. We are the only dedicated studio theatre in the region. We strive to sustain a socio-economically accessible venue, believing that great art should be for everyone, regardless of financial situation. Running a unique and progressive ticketing policy, all of our tickets are part of our ‘Pay What You Feel’ scheme, meaning that audience members pay what they are able to afford.

Alphabetti create, produce and programme new original work from across the performing arts. Alphabetti is a safe and welcoming space for the community and provides a platform for artists and audiences to experiment, evolve and discover excellence. We create and present high quality performances that are accessible, relatable and challenging. We operate as a meeting ground, hosting regular community group events and talks, and our bar/café space is a safe space for people to gather. We continue ensure our work makes connections with underrepresented or disadvantaged groups, regularly developing projects and collaborations with these individuals.

The company and venue was founded and built out of necessity in 2012 in response to a lack of opportunities for emerging and early-career artists in the North East, whilst providing a space for non-theatregoing audiences to enjoy arts and culture. Embracing a DIY ethos the venue has been built largely by artists and volunteers, with our limited resources focussed on the people that engage with us: audiences and artists.

Over the last 4 years we averaged annually 300 performances, supporting 1,250 artists and welcoming 12,000 audience members. Under our new programming model, we annually co-produce 15 three-week shows (each for 18 performances), 3 of which are family friendly; 77 artist development performances; 33 music, comedy or cabaret performances.

Alphabetti welcomes and encourages applications from everyone regardless of their age, sex, race, religion or belief, sexual orientation, gender identity, ethnicity, disability or nationality. This is a fast-paced, varied, and extremely rewarding role for the right candidate. Alphabetti is about to go through another burst of growth; we are looking for someone who has the capacity to hit the ground running and grow with us through our next phase.

There are currently plans for this role to become full time, funding dependant. Our departing Coordinator, Andrea Scrimshaw, has been working in the small team at Alphabetti Theatre for the past few years. Although all at Alphabetti are sad to see her go, we are extremely proud at what she has achieved and thanks to the skills she has been able to develop in the role, she is now able to devote herself more fully to her freelance work. We look forward to working with her again in the future!