



## Recruitment Pack for Theatre Technician June 2022

Thank you for your interest in joining Polka.  
*"The place to be for children's theatre" ayoungertheatre.com*



This recruitment pack is designed to tell you more about us, the job role you would be doing, the skills and experience you would bring to the role and the qualities and values we're looking for. It also explains how you can apply and the interview process.

If you have any feedback or questions about this recruitment pack or require it in a different format, please let us know. We can be contacted on 020 8543 4888 or email [ed@polkatheatre.com](mailto:ed@polkatheatre.com).

We look forward to receiving your application by **9am on Monday 4<sup>th</sup> July 2022**.

## Equal Opportunities

Polka's commitment as an equal opportunities employer means we are keen to encourage applications from people of colour, people across the gender spectrum and people who self-identify as disabled, who are underrepresented in our sector.

Our newly redeveloped venue is accessible for wheelchairs and prams/buggies; most spaces can be accessed step-free.

As a children's theatre we are generally open during the daytimes and weekends, rather than evenings, making us well suited to people who have families and/or other caring responsibilities outside of work.

As an important part of our local community in Wimbledon and the London borough of Merton, we are also well suited to people who live nearby and are looking to work locally, rather than travel into or through central London.





## About Polka

Polka is a pioneering national theatre for children based in Wimbledon, South West London. The first UK venue to be created exclusively for young audiences, we celebrated our 40th anniversary in 2019. We are one of just a handful of dedicated children's venues in the UK. Presenting a year-round programme of new work made at Polka, visiting shows, and Creative Learning activities for 0-12 year olds, we continue to pioneer developments in children's theatre, nurture artistic talent in the sector, and maintain an international reputation while serving local communities.

Polka is a charity and Arts Council England National Portfolio Organisation. Our mission is to empower children to navigate their world through inspirational theatre and creative experiences. Over 100,000 people visit us each year and a further 18,000+ take part in creative learning and community activities. We involve children at every stage of the creative process and lead the way in Early Years theatre for under 6s together with our academic collaborators and the EU-funded small size network.

Inclusivity is and always has been an integral part of the company's offer. In 2007, Polka pioneered relaxed performances for children on the autistic spectrum, a model which continues to be replicated across the cultural sector. We run a free ticketing scheme, enabling children from deprived areas to experience live theatre for the first time, and a range of initiatives that provide opportunities for children with particular access needs or who live in challenging circumstances to participate in our activities. We offer opportunities for all children and families regardless of age, ability, culture or background, to engage in theatre.

This is an exciting time to be joining Polka. Since opening our Wimbledon home in 1979, over 3.5 million children, parents, teachers and carers have been through our doors and we now have an opportunity to redevelop and reimagine Polka for future generations. Our redeveloped venue opened to the public in summer 2021.

For more information about Polka Theatre and our work, please visit [www.polkatheatre.com](http://www.polkatheatre.com)

Polka is funded by Arts Council England, London, registered charity number 256979.



## Vision and Values

Polka's mission is to 'empower children to navigate their world through inspirational theatre and creative experiences.' We are looking for people who are conscientious, proactive and reliable in their approach to work with a willingness to learn and ability to adapt to changes and share Polka's vision:

**Improving children's lives, bringing communities together, creating ground-breaking theatre.**

As well as our values:

**Child-centred** placing children at the heart of everything Polka does

**Community** engaging our diverse communities of children, families, educationalists and artists

**Excellent** pioneering, adventurous, offering the highest quality

**Memorable** creating magical, meaningful experiences

**Inclusive** welcoming, accessible, nurturing, supportive, representative.





## Job Description

This role is full time and permanent. We will consider applications for part-time, flexible working and job-sharing. Further details can be found in the 'Main Terms and Benefits' section below.

This is a 'hands-on' role, working closely with Polka staff and the freelance creative teams for shows and events. You will support the Technical Manager and work alongside casual and freelance technicians and contractors. Together, you deliver the technical aspects of our own productions and facilitate visiting companies and events. This could include working on the fit-ups during production weeks and get-outs at the end of the production or event as well as operating and programming lights, sound, video and flies or set pieces. It could also include carpentry and driving if you have the necessary skills.

Polka produces between 5 and 8 new in-house productions each year across its two theatre spaces. Around half of these are co-productions and partners have previously included Complicité, Little Angel Theatre, Royal and Derngate and The Royal Opera House. We undertake some touring and also receive companies to our Wimbledon home, although the majority of the year is presenting our home-produced work. Having our own workshop means we build all our own sets as well as sets for other theatre companies. The production team also facilitate various projects (including education activities and community and fundraising events) which take place in other areas of the building or at other venues.

## Key Responsibilities

Your job description includes responsibility to:

### **Productions and projects (including activities and events)**

- Fitting up and rigging technical equipment.
- Installing scenery safely and efficiently.
- Operating and programming lights, sound, video and flies or set pieces.
- Acting as a driver between Polka Theatre and our off-site workshop to support the Workshop Manager and team with set building (if you have driving and carpentry skills).
- Make sure that all creative teams, visiting companies and artists feel welcome, engaged and supported in the building and receive the highest level of technical support available.
- Carry out work, required by members of the creative team and Head of Production, to achieve the highest possible standards within agreed budgets.
- Attend production meeting and rehearsals as required at the theatre and off-site venues.

## **Technical operations and maintenance**

- Provide technical support for hirers as requested by the Operations team
- Where required, support the Technical Manager, Head of Production or Production Manager:
  - with external hires of technical/theatre equipment
  - to maintain an inventory of technical equipment and manage the general upkeep and tidiness of stage areas including backstage, tech boxes, stage, lighting galleries and stores
  - to ensure all technical equipment, machinery, fixtures and fittings are well maintained.
- Keep up to date with industry best practice and current technology and systems.

## **Health and Safety (H&S)**

- Ensure you are briefed by the Technical Manager, Head of Production or Production Manager and understand all on H&S procedures and schedules.
- Ensure you meet all H&S requirements at all times while working.
- Attend training as required and maintain awareness of H&S regulations specific to the spaces and equipment used, and all industry advice pertaining to safe working within Covid-19 guidelines.
- Ensure all potential hazards are made safe as soon as is practicably possible and all specialist electrical equipment is correctly shut down at the end of each working day.

## **All team members are expected to**

- Champion and honour Polka's vision and values (you can find these on the previous pages).
- Maintain confidentiality and abide by Polka's policies and procedures.
- Follow Health and Safety rules at work.
- Follow Safeguarding rules and legislation.
- Actively ensure Equality, Diversity and Inclusion is part of Polka's culture.
- Contribute to Polka's Environmental Action plan by thinking and working sustainably.
- Contribute towards Polka's fundraising goals, this may include research, writing applications, advocacy and managing relationships.
- Take part in operational teams to help share learning, find joint solutions and drive change.
- Participate in all training, development and wellbeing initiatives as required
- Undertake any other duties as may be reasonably required.



## Person Specification

The following skills, knowledge and experience are required to carry out this role. There are some which we have suggested are beneficial but not essential to have.

<b>Skills and knowledge required</b>	
<b>1</b>	Proven ability to work on tasks within a set timeframe or by a deadline
<b>2</b>	Proven ability to write and speak eloquently in order to work with people both internally and externally
<b>3</b>	Ability to use Microsoft Office: Outlook, Word, Excel, Vectorworks or similar CAD package and QLab on a regular basis
<b>4</b>	Ability to work well in a team and independently with patience
<b>5</b>	Knowledge of H&S legislation and procedures, including COSHH, LOLER, PAT and industry guidelines and safe working practices including ABTT and SOLT, is beneficial but we will make sure you receive appropriate guidance and training
<b>6</b>	Full and clean driving license, and ability to drive a Luton van is beneficial but not essential
<b>7</b>	Ability to: <ol style="list-style-type: none"> <li>work at height</li> <li>work quickly and accurately</li> <li>work flexible and sometimes unsociable hours</li> <li>use a wide range of portable power tools and hand tools safely and confidently</li> <li>carry out carpentry work, in order to help with set building, is beneficial but not essential</li> </ol>
<b>Experience required</b>	
<b>8</b>	Experience working in the technical department of a producing and/or

	receiving performing arts or similar venue
<b>9</b>	Proven experience of: <ol style="list-style-type: none"> <li>a. plotting on ETC Eos family of consoles</li> <li>b. staging, rigging, scenic, lighting, sound and AV/video systems</li> </ol>
<b>10</b>	The following qualifications/certifications are beneficial but if you've not got them or they've lapsed Polka will arrange and pay for them: First aid, manual handling, ladder use, mansafe, IPAF harness training plus relevant H&S courses to be agreed.

## Main Terms and Benefits

**Job title** Theatre Technician.

**Reporting to** Technical Manager (in the interim this will be Head of Production).

**Role** Full time and permanent. We will consider applications for part-time, flexible working and job-sharing so please let us know your preference for this in your application.

**Salary** £25,000 per year (pro rata if part time).

**Hours** A full-time normal working week is 35 hours over 5 days Tuesday to Saturday (excluding 1 hour for lunch). We are open to discussion on the working schedule. This role requires a flexible approach to working hours and days which will include evenings and weekends (Polka is open to public Tuesday to Sunday). We operate a Time of In Lieu (TOIL) system for additional hours worked. As a children's theatre we are generally open during the daytimes and weekends, rather than evenings.

**Location** Polka Theatre at 240 The Broadway, Wimbledon, London SW19 1SB.

**Holiday** 20 days per annum pro rata plus bank/public holidays.

### Pension and benefits

- After 3 months you will be automatically enrolled into NOW Pensions scheme in accordance with statutory deadlines and contributions.
- Flexi-time – you can start work anytime between 9am and 10am and work the corresponding 8 hours (with one hour for lunch) within the needs of the organisation.
- Complementary tickets for all Polka productions subject to availability.
- Discounts on main meals, tea and coffee in Polka's café.

**Probationary period** Appointment is subject to satisfactory completion of 3 months. Notice period during probation: 2 weeks for both you and Polka.

**Notice Period** 1 month for both you and Polka.

## Application Process

### Key Dates

**Deadline** 9am on 4<sup>th</sup> July 2022

**Interview** week commencing 4<sup>th</sup> or 11<sup>th</sup> July 2022

**Ideal start date** as soon as possible



### How to apply

Please complete and send your CV and short cover letter to Adam Crosthwaite, Head of Production via email [adam@polkatheatre.com](mailto:adam@polkatheatre.com) or post it to them at Polka Theatre, 240 The Broadway, Wimbledon SW19 1SB. Remember to include Theatre Technician as your email subject line or on the envelope.

Document	Link to click on
Current CV	
Short cover letter addressing the Person Specification.	
If you would prefer, you are welcome to send us a short video or audio file (no longer than 5 mins), telling us about yourself, your current and previous job roles and any relevant qualifications and/or knowledge, skills and experience.	
Privacy Notice	Please click to download our privacy notice form at <a href="https://polkatheatre.com/jobs/">https://polkatheatre.com/jobs/</a>
Equality monitoring questionnaire	Please click to complete our Equality Monitoring survey at <a href="https://www.surveymonkey.co.uk/r/9LB9GH7">https://www.surveymonkey.co.uk/r/9LB9GH7</a>

The Equality monitoring questionnaire is not sent to the person named above. It helps us understand whether we are succeeding in promoting equality of opportunity and encouraging representation. It is completely separate from your application and we do not connect the two.

On completion of all the above documents by the deadline, we will acknowledge receipt of your application. We regret that late applications will not be considered.

You can find out more about us by clicking on [this link to our website](#).

If you would like to discuss this role in more detail please call Adam Crosthwaite, Head of Production on 020 8543 4384 or email [adam@polkatheatre.com](mailto:adam@polkatheatre.com)

## Interview Process

Interviews to take place in-person at Polka Theatre with Adam Crosthwaite, Head of Production and either another member of the production team or senior manager.

We will let you know if there is anything in particular that we need you to prepare in advance.

All applicants will receive a response from us to confirm whether or not they have been selected for an interview. We aim to give at least half a weeks' notice ahead of the interview date.

All applicants who attend an interview will be offered feedback. It is not possible for us to give individual feedback if you have not been selected for an interview.

Thank you very much for your interest. We look forward to hearing from you.

