

<b>Job Title</b>	EVENT CREW
<b>Salary</b>	Hourly rate dependent on age and experience + Holiday accrual
<b>Status</b>	Casual Worker
<b>Company description</b>	<p>Saffron Hall Trust is an arts organisation that aims to ensure that anyone can engage with the arts, no matter what their experience or background. It is the charity that operates Saffron Hall, a 740-seat concert hall that opened in late 2013, and which was built entirely through the private philanthropic gift of one donor, the Yellow Car Charitable Trust.</p> <p>Saffron Hall is designed to inspire through music and the arts, and is a space for professional, amateur and young performers, and for audiences keen to enjoy the very best that the performing arts have to offer. Sited on the campus of the Saffron Walden County High School, the hall is a flexible state-of-the-art venue with equipment to match and exceptional adjustable acoustics. It provides a home for concerts and other arts events, both own-promotions and hires. The programme combines school and amateur events, performances with an extremely high standard of professional artists &amp; ensembles of national and international stature, and projects that maximise the educational and outreach opportunities provided by the siting of the hall on a school campus.</p>
<b>Employer</b>	Saffron Hall Trust
<b>Place of work</b>	<p>Saffron Hall  Saffron Walden County High School  Audley End Road  Saffron Walden  CB11 4UH</p>
<b>Start date</b>	As soon as possible
<b>Hours of work</b>	Flexible working mainly on Thursday and Friday afternoons/evenings, Saturdays and Sundays. Some weekday evening work will be available as required. All shifts will be booked with the successful candidate in advance by the Senior Technical Stage Manager. All shifts will be a minimum three hour call and generally be between 8.00 am and midnight. Shifts will be booked one month in advance wherever practical.
<b>DBS checking</b>	The appointment will be subject to an enhanced Disclosure and Barring Service check. Saffron Hall Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.
<b>Reporting to</b>	Senior Technical Stage Manager, Saffron Hall Trust.
<b>Summary of role</b>	Duties of the posts include assisting with general site operation, stage set up/dismantling, premises maintenance & cleaning, general portering and building security. The successful candidate will be required to be flexible and to work over shift times if required.
<b>Main Duties and Responsibilities</b>	<p>The stage and site crew will under the direction of the Senior Technical Stage Manager and will be responsible for:</p> <ul style="list-style-type: none"> <li>- Preparation of the stage, dressing room and foyer areas.</li> <li>- The setting up and dismantling of stage and associated equipment i.e. staging units, chairs, music stands, curtains etc.</li> <li>- Undertaking basic maintenance of equipment / premises as directed.</li> </ul>

	<ul style="list-style-type: none"><li>- Undertaking site duties in and around Saffron Hall as directed, these include but are not limited to: signage lay out, car park marshalling, portering of FOH and ROH furniture and equipment.</li><li>- Assist the technical staff with loading and unloading equipment.</li><li>- Clearance and resetting of dressing rooms.</li><li>- Cleaning where required.</li><li>- Training of new Event staff.</li><li>- Completion of training programme within one year.</li></ul>
<b>Person Specification</b>	Candidates should be physically fit, pleasant and approachable, willing to undertake relevant training, be a good team player whilst able to use their own initiative. Previous experience in either event crew or performance venue role would be an advantage but is not essential. First Aid and Manual Handling qualifications would be desirable.

19/08/25