

Saffron Hall



Recruitment
Pack

Technical Stage Manager



Welcome

I am delighted that you are interested in applying for a job at Saffron Hall.

Saffron Hall is a unique arts and education charity, in a unique county. Although we are currently based in Saffron Walden and at Saffron Hall, our impact is felt not only across Essex but considerably further afield. Much of what we do has national significance and, as our reputation grows, we are increasingly able to use our voice, to advocate for change within the arts, to a wider audience.

Essex is a great place to live and might be very different from how you imagine it. You will find Essex has a rich heritage, beautiful locations, and lots to offer in terms of arts and culture. We believe Essex is the UK's best-kept secret and is jam-packed with reasons why we believe it's a much better place to live than London or other major cities!

I hope you enjoy reading through the next couple of pages and that you consider applying for this role. Thank you again for your interest.

A handwritten signature in blue ink, reading 'Angela Dixon'.

Angela Dixon
Chief Executive



About Saffron Hall Trust

Saffron Hall Recruitment

We are an arts and education charity based at Saffron Hall, bringing exceptional musical performances to local and regional audiences, raising aspirations among young people, and promoting well-being in the community. Saffron Hall, on the site of Saffron Walden County High School campus, lies at the heart of a unique partnership between Saffron Hall Trust and Saffron Academy Trust- a family of schools providing outstanding state education for their communities.

Saffron Hall opened in 2013 with a season of just twelve concerts. Eight years later it boasts a world-class music programme that includes two Resident Orchestras, classical, opera, folk, big band, brass band, swing, jazz, world, and genre-defying music. Dance and spoken word have since been added to the programme. To date, we have presented 449 events and 182 local amateur concerts and sold over 192,000 tickets to more than 42,000 bookers on our database. Since 2015, our schools and community programmes have engaged with over 35,000 participants.

At the heart of our programme is the belief that all are entitled to high-quality performing arts experiences. It is this spirit of equal opportunity that is endlessly appealing to audience members, artists, and participants alike. Some of the world's finest artists regularly appear on stage with young people and amateur performers or take part in our schools and community programmes. From artists such as Nicola Benedetti, Jess Gillam, Kathryn Tickell, and Courtney Pine to ensembles such as Britten Sinfonia, the London Philharmonic Orchestra, the National Youth Jazz Orchestra and Boy Blue Entertainment, they have all become genuinely bound to our community, making the performing arts an integral part of life in our area.

We have assembled a team of experienced, highly motivated, and like-minded people with an ethos that combines a desire to share a passion for the arts with the wider community whilst exploring how this can be achieved in new and innovative ways. We think that what we do is worthwhile, how we do it exceptional and the environment we work in exciting.

Culture as part of a local strategy

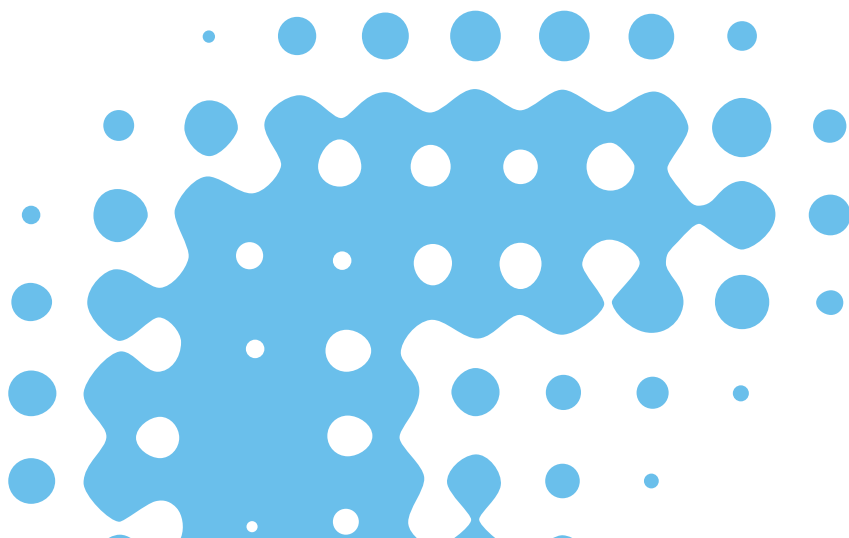
As the pandemic recedes, we are advocating a vision for culture to sit at the heart of local recovery strategies. Culture is a powerful tool that can unlock potential in a range of areas, from health, wellbeing and education, to learning and placemaking. The dividends justify not only financial investment in culture, but also making cultural strategy one of the foundations of policy making.



Full Job Details

Saffron Hall Recruitment

Position:	Technical Stage Manager
Responsible to:	Technical Director
Responsible for:	Freelance Technicians, Freelance Crew
Location:	Saffron Walden, Essex
Travel Required:	Some travel may be required
Salary Range:	£22,000 – £25,000
Position Type:	Full Time
Hours of work:	40 hours per week (including paid lunch break). Evening and weekend working required.
Holiday:	28 days a year plus public holidays
HR Contact:	deirdre.hickey@saffronhall.com
Deadline for application:	23 Feb 2023, 5pm
DBS Checking:	This 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.



Technical Stage Manager

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The Technical Stage Manager (TSM) will form part of the team working on concerts operating as a Platform Manager and Technician as required.

The TSM will work with Saffron Walden County High School (SWCHS) providing technical services for the drama department and school events as agreed.

This role will require substantial evening and weekend working to meet the varying programme of events.

This role is subject to an enhanced Disclosure and Barring Service Check.

This role requires a First Aid at Work qualification; training will be provided if required.

This role requires an IPAF qualification to use an aerial work platform; training will be provided if required.

Job Description/Main Duties:

Operating as Platform Manager to lead the concert delivery team:

- Ensure that all stage and technical requirements for rehearsals and concerts are met.
- Working with the Concerts Assistant, ensure that all artist rider conditions are met.
- Take responsibility for contractors and freelance staff on events, directing their work as appropriate.
- Responsible for First Aid provision within the backstage area.
- Responsible for fire evacuation in conjunction with the front of house Duty Manager.
- Be a keyholder for Saffron Hall, occasionally unlocking/locking as required.
- Operate at all times in a safe manner complying with the Health and Safety Policy of Saffron Hall Trust.
- Work to the highest possible standard in a friendly, welcoming and efficient manner.

Operating as a Technician to deliver concerts and events including but not limited to:

- Operating as a lighting technician as required.
- Operating as a sound technician as required.
- Assisting with unloading and loading of vehicles.
- Installing and rigging stage equipment, masking, scenery and technical equipment

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To work with SWCHS providing technical services

- Saffron Hall works closely with SWCHS and has an agreement in place to provide technical support to the school for events in the hall and the drama department.
- The TSM will work with the Senior Technical Stage Manager and Technical Director to provide this support.
- It is envisaged that the TSM will provide primary support to SWCHS Drama department including supporting students opting for the lighting and sound electives at GCSE and A level, lighting and sound support to exam performances, recording of exam performances and general instruction on technical theatre. The TSM will also provide occasional cover for SWCHS events in Saffron Hall such as School Concerts, Dance Shows and Parents Briefings etc.

Working with the Technical Director and Senior Technical Stage Manager to maintain and service the facilities and equipment of Saffron Hall including:

- First line maintenance of all sound, lighting and AV equipment.
- Facilitating PAT inspection and testing
- Fault finding inhouse systems such as paging and show relay
- Testing and repairing tie lines and cables as required
- Investigating improvements to facilities and recommending updates to installed equipment.

Using Vectorworks CAD software to produce stage and lighting plans as required (training will be given where necessary).

To undertake training as required (both on and offsite), to ensure best practice and enable the safe discharge of the responsibilities of the post.

To undertake any other reasonable duties as required by the Technical Director.

Technical Stage Manager

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Experience/knowledge/ability required

Essential:

Demonstrable experience of technical work both lighting and/or sound.

Excellent communication skills both written and oral.

Good interpersonal skills.

Good cross-departmental team working skills.

An interest in the performing arts.

Desirable:

Knowledge of health and safety regulations.

Experience of professional technical work in the performing arts sector.

Experience of casual staff management.

Education and training/technical skills/professional qualifications

Essential:

There are no formal educational / professional essential requirements for the role.

Confident using Microsoft Office applications and the ability to learn specialist software, (training will be given on vectorworks cad software).

First Aid at Work qualification or willingness to undertake in house training to achieve this within 6 months.

IPAF qualification or willingness to undertake training to achieve this within 6 months.

Desirable:

Proficient in the use of an ETC ION lighting desk.

Proficient in the use of Yamaha sound desks.

IPAF qualification for mobile elevating work platform (PAV).

Understanding of health and safety regulations.

Experience using vectorworks cad software.

Summary of Terms

Saffron Hall Recruitment

A full time, permanent contract is offered.

A salary of £22,000 – 25,000 per annum is envisaged, depending on experience. Following a six-month probation, the notice on each side will be 2 months. There are generous sickness-pay conditions and a pension scheme applicable to your employment.

Activity primarily takes place in Saffron Walden and across the region, with evening and weekend work a core part of the role.

SHT are committed to providing relevant training and encourage the personal and professional development of all employees.

How to Apply

To apply, please send a CV and covering letter to deirdre.hickey@saffronhall.com. The cover letter should address how your experience and skills, professional or otherwise, match the role and personal specification and be no more than 2 sides of A4. Please put Technical Stage Manager in the subject line.

If you would like an informal confidential conversation about this job, please contact Chris.Wheal@saffronhall.com

Saffron Hall Trust is an equal opportunities employer. We recruit regardless of race, religion, gender, sexual orientation, age, neurodivergence, or disability status and look to employ from a wide range of backgrounds and experiences. We want to make it possible for everyone to shine during the application process.

If you need any changes to our application process or would like to apply in a short video, or another format, we would be happy to support you and accommodate this. If there are any other changes we could make to accommodate you, please let us know.

The deadline for applications is **23 Feb 2023, 5pm**



Vision, Mission, Values & Aims

VISION

- Music and creativity at the heart of a thriving and connected community

MISSION

- An inclusive Saffron Hall family, uniting people with a range of artistic experiences, through meaningful creative encounters

VALUES We strive to...

- **Be a community.** Our audiences, artists, staff, volunteers and participants of all ages, come together to form a creative community.
- **Ask, listen and respond.** We aim to engage with and understand everyone in our community and respond to their needs and issues in an appropriate and creative way.
- **Work to the best of our ability.** We use our expertise and experience to deliver quality throughout all aspects of our work.
- **Act with fairness.** We commit to being thoughtful in our actions, so that everyone feels welcomed, respected, and valued.

Key aims over the next five years:

1. Develop and diversify Saffron Hall's outstanding, high quality public performing arts programme, ground-breaking learning and participation programme and audiences and participants across all of our programmes
2. Increase opportunities for partnership and collaboration outside of Saffron Hall and Saffron Academy Trust
3. Improve the quality of experience for audiences, artists, and participants
4. Develop the Saffron Hall workforce, including employees, freelance staff, and volunteers, with a particular focus on training, support, welfare, and diversity and contribute to a recruitment drive for staff across all skills in the arts
5. Develop a resilient business plan that promotes our unique sustainable model and build capacity for our growing vision



Working and Living in Essex

Saffron Hall Recruitment

As a place to live, Essex is one of those rare places that offers something for everyone. There's rural living in the villages and huge expanses of countryside. You've got towns and suburbs, with the bright lights of London and the dreaming spires of Cambridge within easy reach. And, on top of that, you've got miles of beautiful coastline dotted with seaside resorts.

Pretty much wherever you make your home, you're never far from the coast, the countryside, or an urban centre. If you currently live here, you'll know this already. But if you're considering moving to the county, take a look at some of the biggest attractions in Essex - <https://www.visitessex.com/things-to-do>

We've also collected some handy information on homes and housing - <https://www.movehub.com/uk/moving/essex/>

Here are our top 5 reasons to move to Essex

- 1. QUALITY OF LIFE:** Essex boasts some of the most beautiful landscapes in the country. The County Council owns eight of them and a heritage site, so wherever you are in the county, there will be a green space very close to you.
- 2. CULTURAL LIFE:** As well as our world class concert hall, Saffron Walden boasts a museum, galleries, weekly markets, street food events and community organisations including choirs, orchestra and musical theatre groups.
- 3. ADVENTURES FOR ALL:** Alongside being a fun and vibrant cultural county, the great outdoors is yours to explore in Essex! There is plenty to do for mountain bikers, hikers, sailors, water sports fans.
- 4. FAMILY LIFE:** Essex is a great place to bring up a family, with a variety of different high quality schooling options.
- 5. BEST OF BOTH WORLDS:** Essex is on the capital's doorstep, with a better quality of life and cost of living compared to London. In a quick train ride, you can enjoy a London-centric social life, without the disadvantages of London life.

If you are considering this post and do not currently live in the region and would like to speak to someone about what it's like to live here, please do let us know. We can arrange for you to chat to a member of the team, as we know moving to a new area can be a big step.





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