



Production Technician

Applicant Information Pack

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Introduction / How to Apply

Thank you for your interest. We're really excited to be able to offer a full time Production Technician role here at The Old Courts. This unique opportunity will include supporting the Collaborative Touring Network (CTN) and assisting in the delivery of events in our venues.

The Collaborative Touring Network is a growing national collective of arts organisations, working in areas of low cultural engagement to provide access to the arts for everyone. Led by The Old Courts, this network believes every town deserves perspective-changing live performance, and we work with artists and communities to make this possible in our places.

You will find information about the role and the person specification in the following pages. Before you apply, please read the information included here.

To apply, you will need to email your CV and a covering letter to Head of Production, Dan Corsten: danc@theoldcourts.com. Your application should be no longer than x3 A4 pages and needs to include your work history, qualifications or equivalent lived-experience and should refer to how your skills and experience mean that you are the best person for this job.

Your application must be submitted by **Monday 28 March at 0900hrs. Please note that applications received after this deadline will not be considered.** Successful shortlisted applicants will need to be available to attend an interview at The Old Courts on either 30 March, 05 April, or 06 April. We can provide a BSL interpreter if required.

As an organisation we are actively seeking diversity in our workforce. We would love to receive applications from people who identify as working class, LGBTQIA+, care-experienced, young carers, young people of South, East and South East Asian heritage, African or Caribbean heritage, Gypsy, Roma, or Irish Traveller heritage or Latinx heritage.

If you would like further information, support with access, or an informal chat about the post, please contact Dan by email: danc@theoldcourts.com

We look forward to receiving your application.

The People Team
Arts at the Mill CIC

About The Old Courts

We are a multi-arts centre based in Wigan with various performance spaces spread across an entire street. We deliver a diverse packed programme of events with the express aim of placing arts and culture front and centre in Wigan and the surrounding areas. Our spaces are open 7 days a week throughout the year and welcome in tens of thousands of people to enjoy music, theatre, dance, comedy, spoken word, visual art and much more.

Wigan is a place where world-class culture thrives.

Our Mission

The Old Courts is all about changing perceptions. Our mission is to create, engage and inspire by supporting ideas and hard work, providing cultural opportunities and investing in Wigan and its people.

Our Artistic Vision

We understand the incredible importance of the Arts – not simply for entertainment, but as the fundamental threads in the fabric of everyday life.

The Arts should not be exclusive to the well-travelled nor a social tool for privileged circles. The Arts are what bond communities and bridge differences with the only true global language, expression.

At The Old Courts, our work is designed to introduce the arts into the lives of the people of Wigan and beyond and to enhance the experience of those who are engaged.

We are driven to CREATE a vibrant, supportive, risk-taking and strategic environment for artists to ENGAGE new and existing audiences and disconnected communities who we will help to INSPIRE change with unrivalled ambition.

Working at the Old Courts

The Old Courts is a busy organisation with 60+ members of staff.

Our main office space is based inside the Former County Court offices on Crawford Street, Wigan Town Centre. We have a vibrant mix of individual / shared offices and a selection of accessible meeting spaces.

What we do

A significant part of what we do centres around live events; gigs, dance shows, theatre shows, exhibitions, film screenings, sector conferences, audience events and seminars provide artists and the public with the maximum number of entry points to the arts.

Attending performances, events and being part of the creative life of the organisation is part of everyone's role at the Old Courts.

Networks

We are partners on various networks both locally and nationally across multiple art forms including 'The Collaborative Touring Network' for which we have brought outstanding touring shows and co-created new work on site.

Producing

We have a strong track-record in producing work for artists. A combination of in-house talent, facility and our wider network across the UK allows us to develop embryonic projects into touring, sustainable work. We understand the distance that can exist between a brilliant script and the stage but our ability to aid and structure the research, development and production of work allows work to be made entirely on site.

Co-Creation

We are developing several co-created projects which brings artists to Wigan to make work with talent from our borough. One such project is 'Moving Roots' which involves theatre producers from partner organisations from around the UK, including London, Cardiff and Peterborough. As a member of this consortium and working with a theatre maker from Manchester, we recently created 'Rent Party,' a show right here in Wigan created with local talent to provide a platform for both performers in the town and the culture of the town itself.

Artist Development

We are fully committed to using our resource as a tool to further the progress of artists. Since first opening our doors we have played a part in the development of artists in many different ways. We have encountered raw talent from individuals seeking opportunity with little or no knowledge of how to find it and we have been approached by established performers who required support in networking or bid-writing. Whatever the ask, whatever the experience and whatever the artist is trying to achieve, we take pride in our ability to unlock potential and play a key role in development. The future of the arts is being forged as we speak. For arts and culture to play an increasingly important role in everyday life, time, experience, knowledge and dedication will always be needed from organisations like ours and we will continue to provide it.

Community Work

Our surroundings play a fundamental role in everything we do. We are very proud to be from Wigan and based in Wigan and we appreciate how our organisation has been embraced by those who we live and work amongst. As such, we get great satisfaction from the many community projects we run. We have a community programme filled with meet-ups, social opportunities, upskilling, entertainment and more. The Old Courts is a place where anyone is welcome, and it is fair to say that what we do is of significant value to a host of local groups and individuals.

The Role

Responsible to: Head of Production and Project Director (CTN)

Responsible for: No current line management responsibilities

Main Role and Responsibilities:

This Role includes supporting the Collaborative Touring Network (CTN), delivering events for CTN and events in our venues, along with some maintenance and management of our equipment, and will include:

Planning and attending regular production meetings (remote & on-site).

Site visits to CTN partner locations.

Assisting in the planning and hiring a tour-able technical infrastructure to equip non-theatre spaces with kit needed to deliver the show and its design i.e., truss system, PA system etc.

Assisting with the planning and managing of technical staffing on tour – liaising with local technical staff in each location to support the show, and working with the touring stage manager.

Assisting in creation of production schedules in each touring location.

Undertaking risk assessments and other H&S documentation as required.

Delivering on-location rehearsal periods.

Overseeing touring periods (approx. 16-18 weeks p a). Per diems provided for on-tour weeks, along with accommodation.

Organising venues for the delivery of events (E.g. pre rigging).

Occasionally running events (load-ins/loadouts, soundchecks, focusing lights, mixing shows).

Rigging and LX plotting.

Some maintenance duties (simple repairs, organisation of equipment).

You may also be asked to carry out additional duties / responsibilities as required by your Line Manager or by the leadership team of Arts at the Mill CIC.

Person Specification

Skills & Abilities	Desirable	Essential
Experience working in non-theatre contexts, interest in the CTN way of working & touring supportive of artists and communities.		X
Experience in mixing live music & theatre to a high standard.		X
Able to work to technical specifications for music and theatre events.		X
A good understanding of digital mixing desks and lighting consoles.		X
A good understanding of LX and how to patch and operate lighting rigs.		X
Excellent problem-solving skills and a thorough comprehension of signal flow.		X
Excellent organisational skills.		X
Full driving licence.		X
Degree-level qualification in relevant area or equivalent lived-experience / expertise.		X
Ability to maintain effective working relationships with a wide variety of people and organisations.		X
Ability to work flexibly according to the requirements of the post.		X
Excellent verbal communication skills.		X
Self-motivated and able to work unsupervised with excellent organisational, and time management skills.		X
Prepared to travel as required.		X
*Working at heights certificates (E.g. IPAF, PASMA).	X	
*Experience with projectors / projections.	X	
*Basic equipment repair.	X	
Values		
Commitment to our mission and values.		X
Understanding and commitment to equal opportunities and an ability to relate to people across communities.		X
Driven to achieve outstanding results which propel the organisation forward.		X
Ambition to improve existing norms in the sector.		X

* Some training can be provided

Terms & Conditions

Salary:	£25 - £28k gross per annum, depending on experience and expertise.
Hours:	37.5 hours per week with flexibility around touring schedules. This role requires regular weekend and evening work.
Overtime:	No overtime payments but TOIL by prior agreement.
Annual Leave:	33 days including bank holidays.
Probation period:	6 months , with a 3-month review
Notice period:	1 Month
Contract Period:	Permanent
Workplace Pension Scheme:	Arts at the Mill CIC pension scheme is provided by True Potential.
Staff Benefits	Complimentary tickets for performances at The Old Courts (subject to availability and staff ticket policy). Cycle to Work Scheme. Discounted drinks and meals in café and bars (subject to discount policy). Confidential Support Service provided by Peninsular.

This post is subject to Disclosure and Barring Service enhanced checks.