

**THE
FIRE
STATION**



Technician / Senior Technician

(FTE, £24,375–£30,020 depending on experience)
The Fire Station, Sunderland

The Fire Station is looking for a skilled and motivated Technician to join our technical team. We present a wide-ranging programme of live music, theatre, dance, comedy, community and outdoor events, and we're seeking someone with the technical expertise, creativity and flexibility to help deliver them to the highest standard.

We're open to appointing at either Technician or Senior Technician level, depending on your skills and experience. If you're an experienced professional ready to take on senior responsibility, or if you're building your career and eager to grow in a supportive and ambitious team, we'd like to hear from you. Please see below the job specifications for the Senior Technician and Venue Technician roles.

**CULTURE
QUARTER**



ABOUT US: CULTURE QUARTER / THE FIRE STATION



MUSIC

The Fire Station is a new state-of-the-art entertainment and hospitality venue in the heart of Sunderland's rapidly developing cultural quarter.

Our Auditorium, designed for live music, theatre and dance has dual capacities of 550 seated or 800 standing. We seek to attract more than 80,000 customers over the coming year to enjoy our carefully curated programme of more than 200 performances and great nights out, across all genres from Rock and Pop, Indie, Club Nights and Electronic to Classical Performances, Folk, Jazz, Americana, Comedy and Spoken Word.

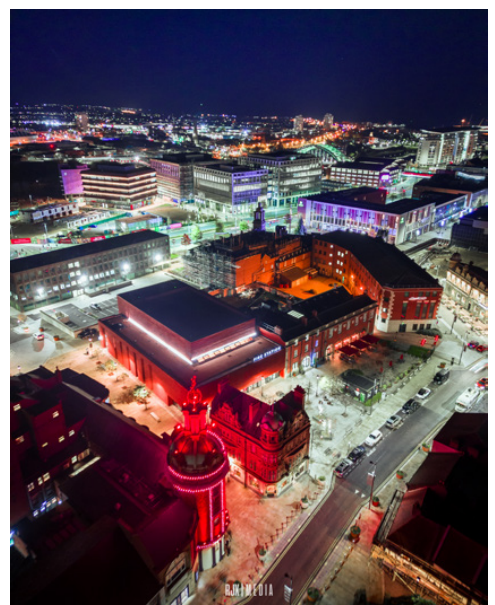
In addition to our main stage, The Parade Ground, a 600-capacity outdoor performance space with an external integrated stage and outdoor bar has recently been completed and will play host to a series of festival style public-ticketed and private-corporate events this summer.



HOSPITALITY

Whilst music takes centre stage at The Fire Station, hospitality is at the heart of all that we do. The Fire Station Foyer Bar provides pre- and post-performance hospitality to gig goers by night, whilst hosting our corporate and conference clients by day. In our adjoining building sitting inside the lovingly restored Old Fire Station, the Engine Room is the perfect place to enjoy a meal before visiting the theatre, mark a special occasion or simply meet with friends for a fun night in the city.

Adjacent to The Fire Station, The Dun Cow our wonderfully ornate, grade 2 listed 'Edwardian Gin Palace' is The Fire Station's next-door neighbour and is a perfect example of everything that a traditional British public house should be. Our exceptional venues alongside The Peacock Public House and The Empire Theatre form Sunderland's 'Cultural Quarter' and are at the heart of the city's ambitious regeneration project.





THE SENIOR TECHNICIAN ROLE

The Senior Technician will support the operational delivery of all events and activities at The Fire Station. Working closely alongside the existing Senior Technician, you will share responsibility for advancing and operating shows, ensuring events are delivered efficiently, safely, and to the highest possible standard.

You will oversee casual and freelance staff during events, run productions to schedule, and provide hands-on technical support across all disciplines. The role works in close partnership with the Technical and Building Manager, deputising when required, and assisting with the maintenance of technical infrastructure to ensure full compliance throughout the building.

This position involves regular evening and weekend work, with a significant amount of time spent on stage managing and running events.

Job Title:

Senior Technician

Reports to:

Technical and Building Manager

Working hours:

Full time 37.5 hours per week

Terms:

Permanent

Location:

Based at The Fire Station, working at other Culture Quarter venues as required.

MAIN RESPONSIBILITIES

Technical

- Operate sound and lighting to a high professional standard across a diverse programme of events, demonstrating multi-discipline technical skills.
- To ensure professional technical support is provided for all events and activities taking place in The Fire Station's various spaces including the auditorium, The Parade Ground (outdoor performance space) and studios, under the guidance of the Technical and Building Manager.
- Ensure all promoters, producers, touring companies, production teams and private hirers receive the highest standards of customer service.
- To support all users, including visiting artists, Associate Artists, tutors, practitioners, community groups and hirers to realise their artistic ambitions by providing technical advice and support.
- With the Technical and Building Manager, liaise with all users of the building, to establish their requirements, and ensure any necessary preparations are carried out.
- To work creatively and as an active member of the technical delivery team working on events.
- To act as a designated Duty Manager on occasion and as a project manager for specific activities where appropriate.
- Support the Technical and Building Manager in advancing upcoming productions and arranging freelance and casual shifts.
- Programme and operate shows as required
- Task manage casual and freelance personnel.

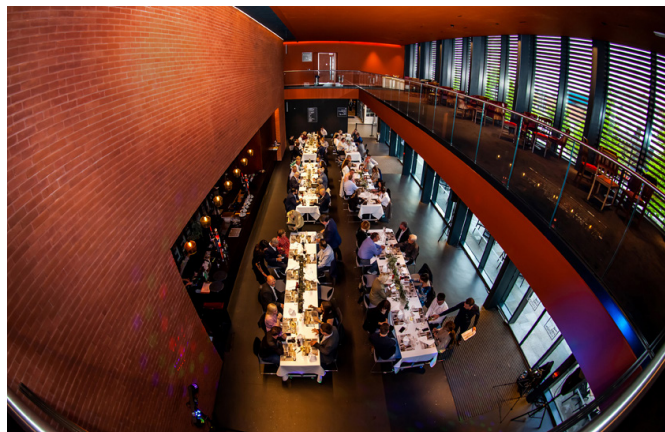


Health & Safety

- Ensure all events and activities taking place comply with government legislation including health and safety and licensing regulations
- Ensure that all toured equipment adheres to The Fire Station's Health & Safety policies and procedures.
- To act in accordance with Culture Quarter's policies, including its Health and Safety Policy, Safeguarding Policy and Equality & Diversity Policy.
- Ensure all technical staff, (including casual workers and freelance personnel) are inducted as appropriate to the work and are aware of and implement the Company's health & safety policy and rules
- Ensure that The Fire Station technical equipment is always fit for purpose and undertake maintenance of technical equipment

Budget & Finance

- Ensure that all costs relating to event expenditure is approved by budget holder, that materials and services are ordered in accordance with approved procedures and that information is supplied in a timely fashion for accounts, calculating recharges and on settlements.
- Support an efficient and cost-effective approach to staffing of activity to keep event costs controlled and to a minimum.
- Support colleagues in maximising income from the use of The Fire Station's facilities, equipment, and staff for events both inside and outside the building and generating quotes for use of equipment as required.



Building and Maintenance

- Support the Technical and Building Manager in the technical maintenance for the building and all equipment and ensure it is fit for purpose and safe for use, within the resources available.
- Support the Technical and Building Manager to ensure that the building and events are presented to the highest standard and that events are safe for the public and staff.
- Support the Technical and Building Manager in the programming and running of BMS, Access control and CCTV systems.
- Assist the Technical and Building Manager in ensuring the safe and efficient operation and maintenance of stage machinery and electrical equipment, arranging inspections and repairs as required.
- Undertake basic building maintenance duties and repairs as required.
- To act as a keyholder for The Fire Station, and on occasion, respond to out of hours callouts.

Staff Development, Training and Communications

- Support and participate in the devising and delivery of staff training and development for permanent and casual staff and support that appropriate technical and safety training is delivered.
- Support in the procurement of timesheets for casual staff.
- Support the department positively, act as a role model and contribute to the life of the organisation.
- Undertake any training required by Culture Quarter.

Other Duties

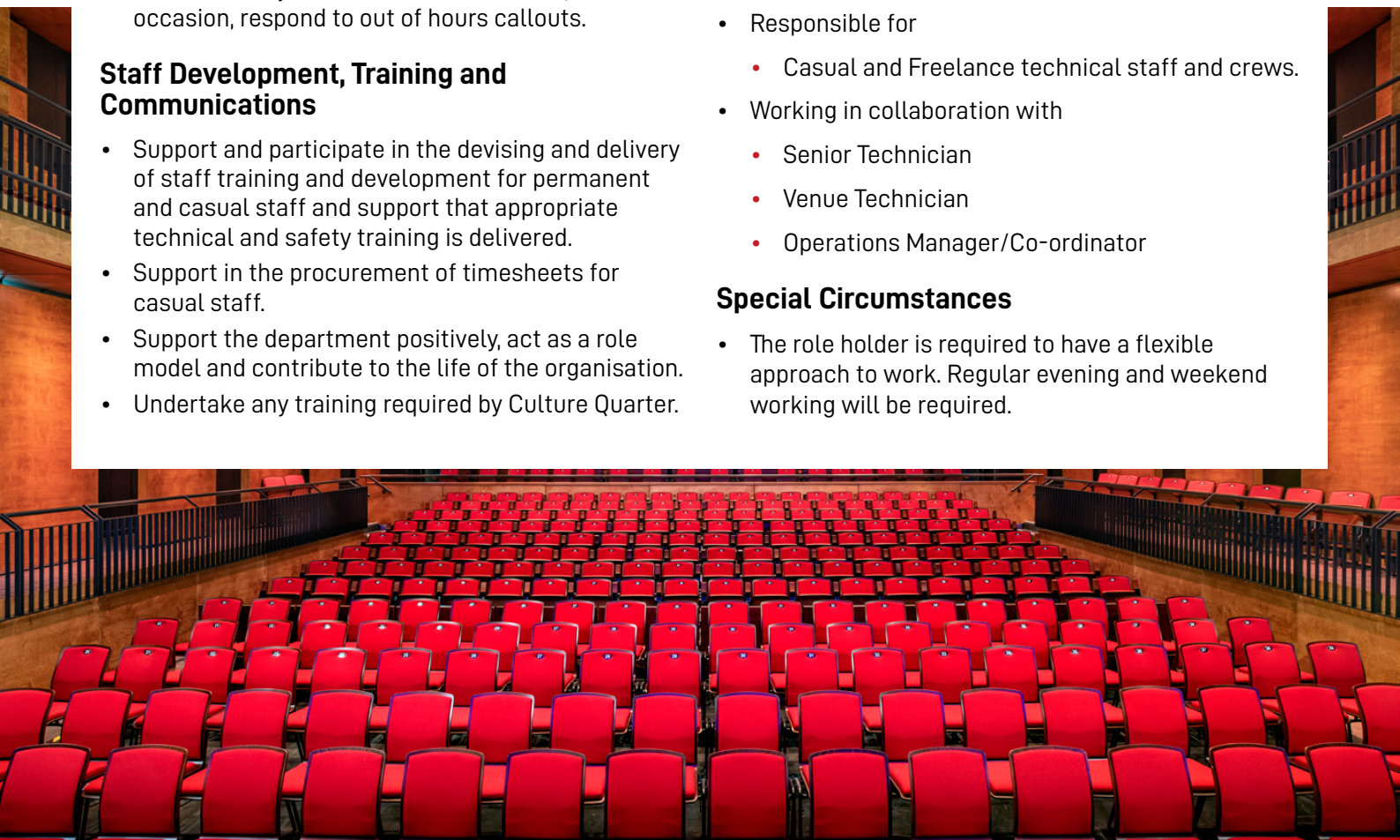
- Deputise for the Technical and Building Manager when required.
- Attend regular team meetings as required.
- Represent Culture Quarter as appropriate at external meetings
- Act in accordance with Culture Quarter's policies, including its Health and Safety Policy, Safeguarding Policy and Equality and Diversity Policy.
- Provide technical support for events in The Engine Room, the venue's bar and catering facility if required.
- To engage in the fit out and technical planning of the Parade Ground outdoor performance space
- Undertake any other duties that may be reasonably required by the Venue Director.

Key Relationships

- Reports to - The Technical and Building Manager
- Responsible for
 - Casual and Freelance technical staff and crews.
- Working in collaboration with
 - Senior Technician
 - Venue Technician
 - Operations Manager/Co-ordinator

Special Circumstances

- The role holder is required to have a flexible approach to work. Regular evening and weekend working will be required.



PERSON SPECIFICATION

KEY COMPETENCIES	ESSENTIAL	DESIRABLE	ASSESSED BY
Qualifications and Professional Membership	GCSE English & Maths	NEBOSH Certificate or equivalent. Entertainment industry technical qualification 5 GCSE's at least	Application and interview
Knowledge and Experience	Experience in a technical role within a live performance venue for at least 3 years. To have a good knowledge of programming and busking on Avolites consoles. Experience mixing sound for live music. To be a multi-disciplined technician with expertise in both Sound and Lighting, ideally across Live Music and Theatre. Experience of networking for entertainment systems (Dante/ SACN, Video over IP). Venue technical experience across a broad range of performing arts, including leading fit-ups and get-outs. To be confident working in a venue with a high level of digital infrastructure. Knowledge/Experience of setting up, programming and operating production equipment for live events (lighting, sound, video, rigging, stage). Experience of implementing regular equipment maintenance. Experience of managing freelance and casual staff. Experience of working with a wide range of people including artists, producers, corporate clients, and members of the public. Ability to interpret information from schematics, ground plans, tech specs and schedules.	To have held a Senior Technician post within a venue. To have experience of working in mid-scale venues. To have experience of presenting touring musicians. Experience of outdoor performance. Knowledge of venue licensing laws. Experience of working in partnership with external organisations. Understanding of employment law. Knowledge and experience in supporting building operations and facilities. Knowledge of health and safety legislation. Experience working with CAD.	

**Personal
Qualities**

An interest in and commitment to all performing arts genres.

An equal commitment to community and professional events.

Ability to work under pressure at a fast pace in demanding situations and with a high degree of autonomy.

Excellent written and oral communication skills.

Excellent planning and organisational skills.

Computer literate – Experienced with Word, Excel & Outlook.

Ability to adapt to and take the initiative in new environments as a member of a team.

A commitment to core principles of equality, diversity, and inclusion.

Calm and courteous with the ability to remain professional under pressure.

Commitment to finding imaginative solutions to problems.

Ability to manage workloads and multiple priorities.

Committed to raising the profile of business within the local community.

Knowledge of Yesplan.

Application
and
interview



THE VENUE TECHNICIAN ROLE

The Venue Technician will support the operational delivery of all The Fire Station's events and activities. Responsible for casual and freelance staff you will run events efficiently and within deadlines, advancing and operating shows. You will work closely with the Technical and Building Manager and Senior Technician providing technical support for all The Fire Station's events and activities, ensuring they are presented and produced to the highest possible standard. Additionally, you will support a system of maintenance for all technical infrastructure and resources and work closely with the Technical and Building Manager to ensure full compliance throughout the building.

This role will require evening and weekend working, and a significant amount of your time will be based on stage running events.

Job Title:

Venue Technician

Reports to:

Technical and Building Manager

Working hours:

Full time

Terms:

Permanent

Location:

Based at The Fire Station, working at other Culture Quarter venues as required.

MAIN RESPONSIBILITIES

Technical

- To ensure professional technical support is provided for all events and activities taking place in The Fire Station's various spaces including the auditorium, The Parade Ground (outdoor performance space) and studios, under the guidance of the Technical and Building Manager.
- Ensure all promoters, producers, touring companies, production teams and private hirers receive the highest standards of customer service.
- To support all users, including visiting artists, Associate Artists, tutors, practitioners, community groups and hirers to realise their artistic ambitions by providing technical advice and support.
- To work creatively and as an active member of the technical delivery team working on events.
- To act as a designated Duty Manager on occasion and as a project manager for specific activities where appropriate.
- Carry out technical duties including, but not limited to: get-ins/outs, building and striking sets, rigging and de-rigging, operate sound, AV and lighting equipment during performances
- Ensure all equipment is in place for the commencement of shows and events and that the equipment is fit for purpose, correctly stored and maintained.
- Act as a Duty Technician assisting touring companies with connecting to our in house systems
- Task manage casual and freelance personnel.

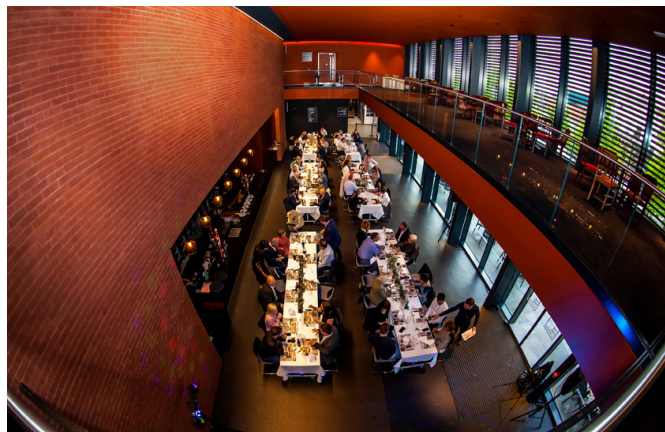


Health & Safety

- Ensure that all toured equipment adheres to The Fire Station's Health & Safety policies and procedures.
- To act in accordance with Culture Quarter's policies, including its Health and Safety Policy, Safeguarding Policy and Equality & Diversity Policy.
- Ensure all technical staff, (including casual workers and freelance personnel) are inducted as appropriate to the work and are aware of and implement the Company's health & safety policy and rules
- Ensure that The Fire Station technical equipment is always fit for purpose and undertake maintenance of technical equipment

Maintenance

- Support the Technical and Building Manager in the technical maintenance for the building and all equipment and ensure it is fit for purpose and safe for use, within the resources available.
- Support the Technical and Building Manager to ensure that the building and events are presented to the highest standard and that events are safe for the public and staff.
- To act as a keyholder for The Fire Station, and on occasion, respond to out of hours callouts.
- To, in the technical managers absence, offer some building facilities support including maintenance/ contractor liaison and support.



Staff Development, Training and Communications

- Support and participate in the devising and delivery of staff training and development for permanent and casual staff and support that appropriate technical and safety training is delivered.
- Support in the procurement of timesheets for casual staff.
- Support the department positively, act as a role model and contribute to the life of the organisation.
- Undertake any training required by Culture Quarter.

Other Duties

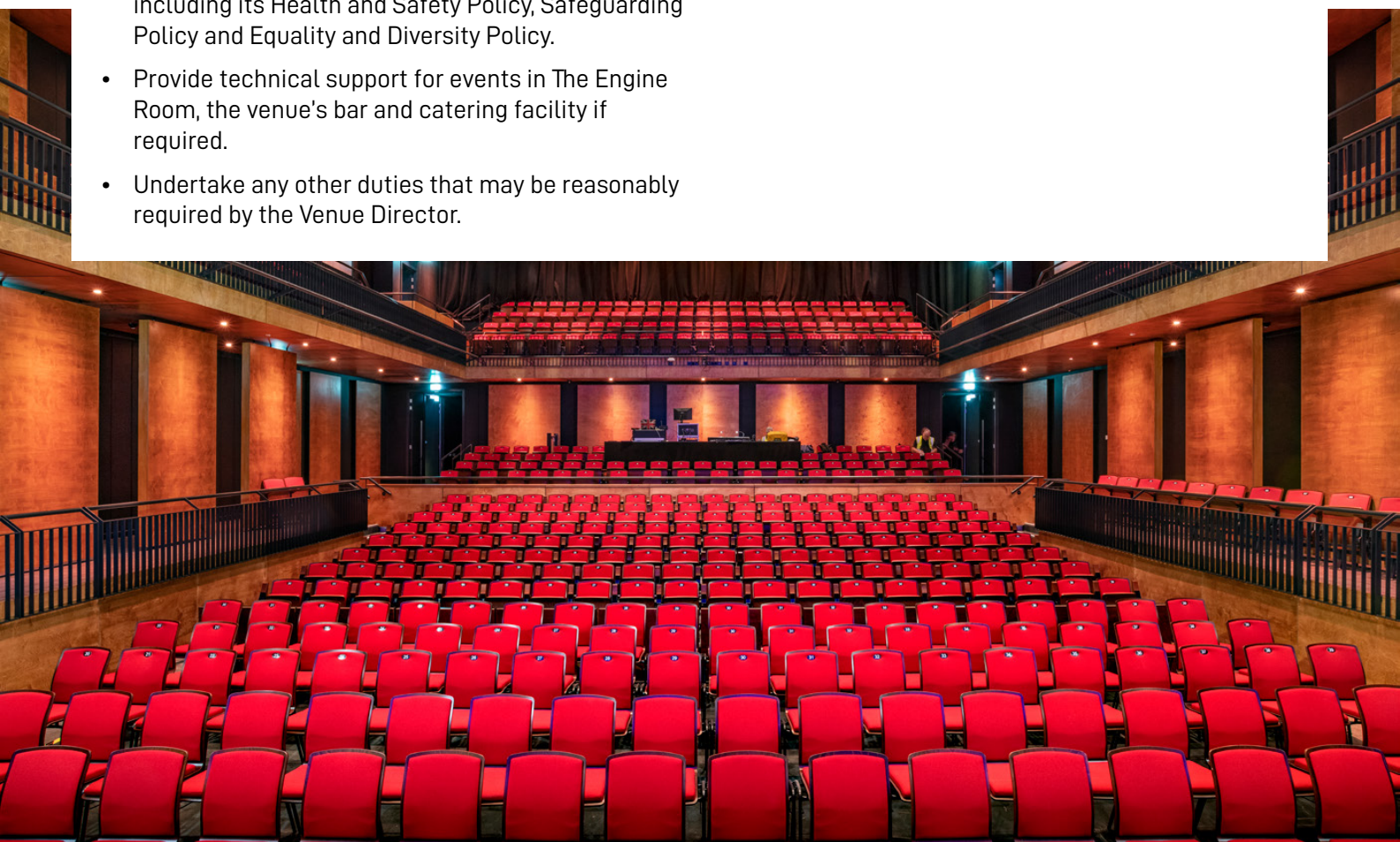
- Attend regular team meetings as required.
- Represent Culture Quarter as appropriate at external meetings.
- Act in accordance with Culture Quarter's policies, including its Health and Safety Policy, Safeguarding Policy and Equality and Diversity Policy.
- Provide technical support for events in The Engine Room, the venue's bar and catering facility if required.
- Undertake any other duties that may be reasonably required by the Venue Director.

Key Relationships

- Reports to - The Technical and Building Manager
- Responsible for
 - Casual and Freelance technical staff and crews.
- Working in collaboration with
 - Senior Technician
 - Event & Programme coordinator
 - Operations Manager/Co-ordinator
 - Ticket Office/FOH Customer Service team
 - Sales & Marketing Co-ordinator

Special Circumstances

- The role holder is required to have a flexible approach to work. Regular evening and weekend working will be required.



PERSON SPECIFICATION

KEY COMPETENCIES	ESSENTIAL	DESIRABLE	ASSESSED BY
Qualifications and Professional Membership	GCSE English & Maths	Entertainment industry technical qualification 5 GCSE's at least	Application and interview
Knowledge and Experience	Experience in a technical role within a live performance venue for at least 2 years. Venue technical experience across a broad range of performing arts, including supporting fit-ups and get-outs. To be confident working in a venue with a high level of digital infrastructure. Knowledge/Experience of setting up, programming and operating production equipment for live events (lighting, sound, video, rigging, stage) Experience using Avolites consoles Experience mixing live sound Experience of working with a wide range of people including artists, producers, corporate clients, and members of the public. Ability to interpret information from schematics, ground plans, tech specs and schedules.	Experience of networking for entertainment systems (Dante/ SACN, Video over IP) To have experience of working in mid-scale venues To have experience of presenting touring musicians. Experience of outdoor performance. Experience of working in partnership with external organisations. Knowledge and experience in supporting building operations and facilities. Knowledge of health and safety legislation.	

**Personal
Qualities**

An interest in and commitment to all performing arts genres.

An equal commitment to community and professional events.

Ability to work under pressure at a fast pace in demanding situations and with a high degree of autonomy.

Excellent written and oral communication skills.

Excellent planning and organisational skills.

Computer literate – Experienced with Word, Excel & Outlook.

Ability to adapt to and take the initiative in new environments as a member of a team.

A commitment to core principles of equality, diversity, and inclusion.

Calm and courteous with the ability to remain professional under pressure.

Commitment to finding imaginative solutions to problems.

Ability to manage workloads and multiple priorities.

Committed to raising the profile of business within the local community.

Knowledge of Yesplan .

Application
and
interview

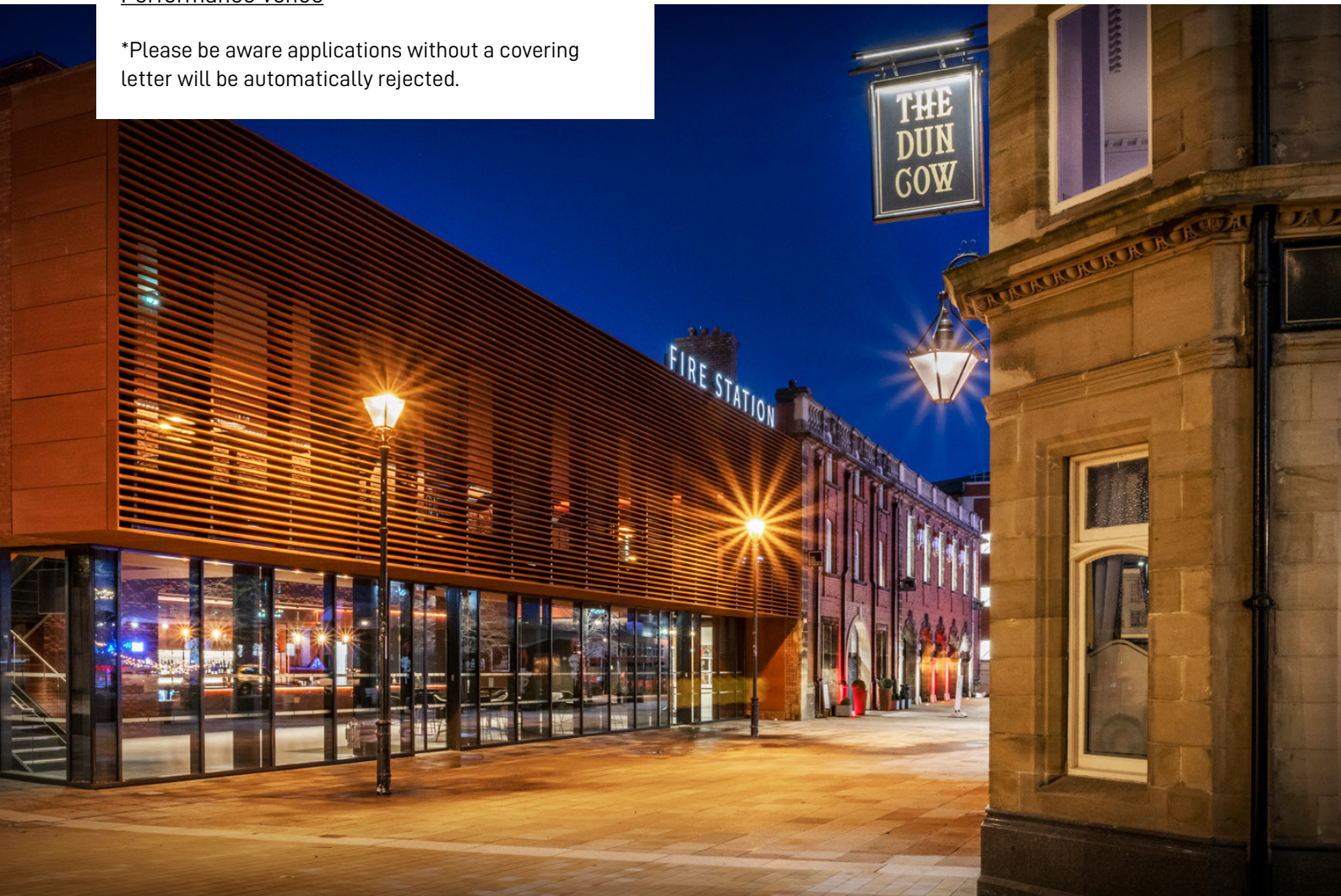
HOW TO APPLY

Please submit a CV and a cover letter outlining why you would be a great fit for the role to **techrecruitment@thefirestation.org.uk**

Deadline for applications is 24th October with interviews on 30th and 31st October.

Careers | The Fire Station - Live Music, Theatre & Performance Venue

*Please be aware applications without a covering letter will be automatically rejected.



CULTURE QUARTER

