



JOB DESCRIPTION

JOB TITLE: Senior Production Technician

HOURS: Full time, 37.5 per week (core working days Sunday – Thursday; including some evenings and bank holidays)

SALARY: £30,000 – £35,000 per annum (dependent on experience)

CONTRACT: 6 months fixed term; with scope for extension to permanent pending review

LOCATION: London, NW3

REPORTING TO: Head of Production

ANNUAL LEAVE: 28 days annual leave (including bank holidays) + Jewish holidays that fall on a working day

PURPOSE OF ROLE

Working as part of JW3's Production team, this role will provide all-round technical support for events, including sound, lighting, live-streaming, get-ins and get-outs. Our production-led programme includes arts and culture, community and educational events, as well as some corporate and other outside hires.

RESPONSIBILITIES & DUTIES

- Work alongside the Head of Production and other technicians to manage all technical and production support for JW3's day to day events, following our Production set up guidance at all times
- Provide production capability as part of a team to all areas in JW3, including the Howard Hall and Cinema, as well as the Drama Studios, 3 Learning rooms, Dance and arts areas, Box Office Lounge and the Piazza.
- Setup and operation of the digital, audio and lighting system for events, such as live concerts, plays, talks, lectures, recitals etc before and after performances, and during intermissions
- Doing regular equipment inventory, maintaining and ordering equipment as required
- Liaising with touring companies, bands and/or other external producers
- Programming of patches, focus and cues into ETC Ion Xe 12K Lighting Console according to needs for the given event
- Programming of cues, stage box inputs, mic patches into Midas M32 LIVE sound desk according to needs for the given event
- Carry out soundcheck operations, including backline (drums, keys, brass and strings, etc.)
- Setup of audio visual / video needs for each production from the rider (if supplied)
- Programming of execution of AV Mix system, programming, PC / MAC usage and programmes including Restream
- Programming and operation of Qlab
- Setup and operation of wireless PA system and portable redhead lighting kit, including cabling, mic'ing and charging as needed
- Assistance with setup of wireless or wired projectors, laptops and speaker systems for general AV as needed
- Notify Head of Production when major equipment repairs are needed
- Operation of film screenings and scheduling the in-cinema server, with external projectionist,

alongside receiving and dispatching films as programmed

- Liaising with distributors if needed to obtain KDM's DCP's or any other material for the cinema
- Setup the digitising of films
- Setup, install, adjust, and operate electronic equipment to record, edit, and transmit video programs, motion pictures, video conferencing, or multimedia presentations.
- Assisting with all aspects of running a multi-purpose hall, including but not limited to: seating, stage building, planning and dismantling, light focusing, hanging and moving of drapes, Genie management etc.
- Protect and enhance the reputation of JW3, presenting the organisation in an appropriate and professional manner to all stakeholders, acting as an advocate for the work of JW3.
- Attend all relevant staff meetings, supervisions, training days etc.
- Undertake other reasonable duties as required by the Head of Production, Head of Building and Facilities, and/or Senior Leadership Team

This role description is not exhaustive or all encompassing. Certain elements of the role may change from time to time, without altering the core premise of the role or the level of responsibility involved. This information will be reviewed and updated as and when appropriate, in consultation with the post holder, to reflect appropriate changes.

PERSON SPECIFICATION

Essential Skills, Knowledge & Experience

- Demonstrable experience as a production technician and running live events in theatres, live music venues, curated events or TV studios/venues comparable to JW3; including working with:
 - theatre lighting and sound
 - live video and A/V (playback, editing, camera operation)
 - digital sound systems and digital routing
- Knowledge of recent streaming and hybrid technologies
- Ability to troubleshoot technical issues
- Ability to navigate competing priorities and manage time sensitive or high-pressure situations in a calm, professional manner
- Ability to supervise and guide others (i.e. volunteers or freelancers where applicable)
- IPAF licence (or willingness to get one)
- Able to interact confidently and build relationships with a wide range of stakeholders at all levels
- Proactive and solution-focused, with an ability to take initiative and work independently
- Strong organisational skills, efficient management of time and responsibilities against competing demands
- Friendly and approachable, with an ability to work collaboratively and effectively with others
- Willing and able to work flexibly to meet the needs of the team and organisation
- Strong attention to detail
- High level of IT proficiency (Microsoft Office Suite and other)
- A professional, confident and friendly manner with the public
- Willing and able to undertake manual handling tasks involved in setting up the stage – i.e. carrying boxes, chairs, etc.

Desirable

- Knowledge of vMix or similar video mixing software
- Knowledge of Mac software i.e. Keynote



- Ability to programme cues, Stage box inputs, mic patches into digital audio desk
- Experience of working with Qlab
- Knowledge of Element ETC (or similar) lighting desks
- Knowledge of MIDAS M32 (or similar) audio desk
- Willing to learn about the running of a 1 screen cinema
- Working in a 'customer service' role, particularly in the non-profit sector
- iPAf certificate/qualification

Personal Qualities

- Demonstrates a commitment to furthering JW3's vision and mission.
- Is approachable and able to engage positively with others, building and maintaining strong working relationships
- Eager to keep abreast of latest developments and innovations in production and technical delivery
- Has a proactive and flexible approach to their work, including a willingness to work in the evenings, weekends and Bank Holidays to serve the needs of a community Centre that operates 15 hours per day for 6+ days per week

How to apply: please send your CV and cover letter addressing the person specification for the role to eszter@jw3.org.uk