

Job Vacancy

Touring Stage Technicians (Fixed-Term from 3 September 2018 until 25 November 2018 – Autumn Season)

Department:	Technical
Salary:	£572.60 per week
Closing date:	Friday 10 August 2018 (12 pm)
Interviews:	W/C 20 August 2018
Start date:	Monday 3 September 2018

All candidates must complete an application form. Forms can be downloaded at www.wno.org.uk/vacancies and submitted electronically to recruitment@wno.org.uk or in hard copy to the HR Department, WNO, Wales Millennium Centre, Bute Place Cardiff CF10 5AL.

Our Mission

Our mission is to bring the power, drama and raw emotion of opera to as wide an audience as possible in performances, marked by an uncompromising quest for artistic quality.

As a national company with international status, we sit at the heart of music-making in Wales and play a valuable role in the communities we serve in England. We work with our partners to discover and nurture young operatic talent, and provide the springboard for international careers.

Touring is our lifeblood and we strive to present the highest quality work across our artistic programme, entertaining and inspiring audiences at our operas and concerts and providing transformative experiences through our youth and community work.

Building on our 70-year history and our roots in the communities of South Wales, we aim to demonstrate to future generations that opera is a rewarding, relevant and universal art form.

More than any other company, WNO opens up the world of opera to everyone.

Our Vision

We believe in the power of opera to transform lives.

Our values are:

Ambitious – our over-riding ambition is to strive for uncompromising artistic quality. This zeal and commitment is manifest in everything we do.

Intelligent – Opera's blend of theatre, words, image and music represents one of Europe's highest artistic achievements. Our work is thoughtful, considered and underpinned by expert knowledge across all disciplines.

Provocative – as opera pioneers we are unafraid to challenge both the art form and our audiences. We will create moving, powerful experiences that are life-transforming. Always inquisitive, we are unafraid to take risks.

Inclusive - we promote a workplace culture where all can thrive. This diversity is reflected and celebrated in our people, audiences, skills and artistic output.

Collaborative – Opera is the most collaborative of art forms, and our output is created by talented teams working together. Beyond the company we work positively with our many partners to help them achieve their goals.

Our Goals

Goal 1: Artistic

Open up opera through presentation, content, innovation and accessibility

Goal 2: Income

Unlock our creative and artistic capital to grow our income streams

Goal 3: Audience

Grow and diversify our audiences by creating a buzz, increasing engagement and becoming unmissable

Goal 4: Relevance

Increase our relevance and inspire ownership throughout Wales, England and internationally

The energy which drives the Company today is rooted in its formation in the 1940s. In 1943, WNO was founded by a group of people from across South Wales including miners, teachers and doctors. They wanted to forge an opera Company befitting Wales's rich reputation as the 'land of song'. The first rehearsals took place above a garage in Cardiff and their first performance was in April 1946 with the double bill of Cavalleria rusticana and Pagliacci. From those early days through to today, WNO has attracted some of the world's best opera singers, and indeed offers many young singers their first steps to

international renown.

David Pountney, one of the world's most influential opera directors, joined WNO to lead the Company as Chief Executive in 2011 prior to becoming the Company's Artistic Director alongside Leonora Thomson as Managing Director in December 2015.

Welsh National Opera has been led from the pit by a series of great Music Directors and has worked with many of the art form's most influential directors; traditions which continue to this day. Tomáš Hanus joined WNO as Music Director in 2016. At its heart sit the Company's two full-time ensembles, the 40 strong Chorus and 55 strong Orchestra. The Company's funding structure is unique amongst large-scale arts organisations in the UK as it receives its core funding from both the Arts Council of Wales and Arts Council England.

The Company performs at its home base – the state-of-the-art Wales Millennium Centre, Cardiff and tours in Wales and England performing to over 100,000 people each year. Today WNO is an ensemble of passionate and committed musicians, artists, craftspeople, technicians and administrators. It employs over 230 people and has a turnover of £18m.

About Cardiff – The Home of Welsh National Opera

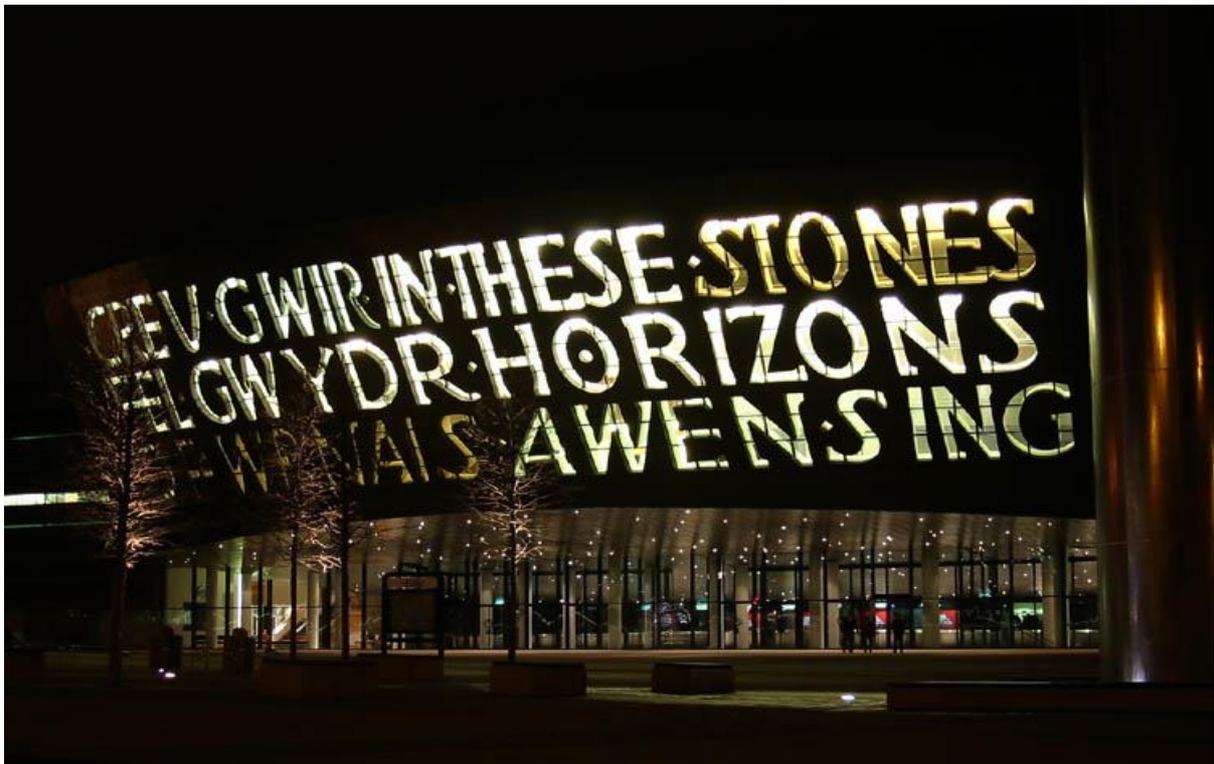
Cardiff is a city proud of its culture, history and language. The capital of Wales since 1955, Cardiff has embraced the role with vigour, emerging in the new millennium as one of Britain's leading urban centres.

Cardiff is a compact city; an ancient castle to the north of its centre; a thriving waterfront at Cardiff Bay to its south; Cardiff combines ancient history, sporting excitement, ultra-modern development, eclectic culture and activities. Cardiff is a friendly, diverse and exciting capital city, just 2 hours by train from London.

Cardiff offers a startling range of unique attractions, top class entertainment and quality shopping with a difference and is easy to explore on foot with attractions such as the National Museum Cardiff, spectacular Cardiff Castle and the impressive Principality Stadium, all within the City Centre, while Cardiff Bay is a short hop away.

Cardiff is also a thriving hub for the arts and media in Wales and internationally and a flourishing film and TV industry. Many mainstream television programmes such as Torchwood, Merlin, Gavin and Stacey, Casualty, Sherlock, Upstairs Downstairs, The Hollow Crown Shakespeare series of plays and Pobl y Cwm are all being produced by BBC Wales and S4C, with Doctor Who attracting fans from across the globe. Cardiff also hosts many musical events including the prestigious *Cardiff Singer of the World* annual competition which draws a huge international audience of fans to the city as well as many arts and media students who chose to study at the Royal Welsh College of Music & Drama, Cardiff School of Journalism, Media and Cultural Studies is based at Cardiff University, a member of the prestigious Russell Group of leading universities and the Cardiff School of Creative and Cultural Industries at the University of South Wales.

Along with the innovative architecture of Cardiff City Centre with its historic buildings, Cardiff Bay offers a great mix of dining, shopping, activities, waterside views, arts and entertainment for everyone. At its heart is Wales Millennium Centre, the home of Welsh National Opera.



Stage Department

The Stage Department employs 18 full-time staff whose main concern is the setting of our opera sets. The Stage Technical Team is led by the following key positions:

The Master Carpenter, who has the overall responsibility of ensuring a safe and efficient set-up and build of our stage sets, as well as being line manager for the whole of the stage staff. He also accompanies hired shows and has an input into improving the technical set up of sets.

The Deputy Master Carpenter, who is in charge of one of the crews working alternate shifts and directly shares the responsibility of the Master Carpenter.

The Assistant Master Carpenter, who is in charge of the other crew working alternate shifts and directly shares the responsibility of the Master Carpenter on that shift.

The Head Flyman, who is directly responsible for rigging and flying any parts of the show and maintaining safety on all equipment used during that process.

The Property Master, who ensures all props needed for a show are present and safe to use and set at the right time and space during the show.

Sets going on stage are either new builds, manufactured by CTS, or older sets that have been refurbished in our own workshops by our full-time Production Carpenter.

On old sets the Master Carpenter, in conjunction with his deputies, will advise the workshop on needed repairs and alterations. The stage team will then take on the responsibility of pulling the set out of storage and laying it out for repairs. This process usually happens four weeks prior to the start of rehearsals.

After the refurbishment the whole set will then be transhipped into one of our rehearsal rooms by the crew. They will also supply staffing during this period to ensure a smooth running of the rehearsal.

The next step would then be to once again shift everything into the theatre. The get-in is structured into first flying, or lifting out, everything required in that show. This can be anything from the backdrops to parts of the set, which need to fly out to facilitate the quickest possible scene change.

The second step would be to build the floor on which the main part of the scenery will then be placed. This may include a slightly raised sub floor, which will change the overall perception of the audience.

Thirdly all the rest of the scenery would be set. This includes anything from simple straight sidewalls to more complex elements such as false rocks, trees or whole Italian plazas. This would include the setting of all props such as tables and chairs as well as hand props such as glasses, books, candles and everything else you would expect to see in everyday life.

The final step is then to mask the set. This entails making sure that the audience cannot see behind the scenes. This is achieved by using large black walls or cloths to cover up the backstage workings.

The main challenge in this process is that every theatre we tour to is different. Differences lay in the size of the stage, the opening of the stage and different auditorium layouts. This means that the set needs to be more or less newly adapted for every venue we tour to.

Throughout this the Technical Manager's responsibilities include the preparation and operation of the technical schedule, which orientates itself on the planning forms issued by the Artistic Administration Department, set up and rigging times calculated by the Stage and LX HOD's, as well as adherence to the Working Time Legislation and the union contracts. Other duties include monitoring of safe working practises on stage, organisation of staffing for studio and stage rehearsals, organisation and planning of the WNO workshop, which refurbishes sets and supplies a technical back-up to the department, as well as scheduling and management of casual staff.

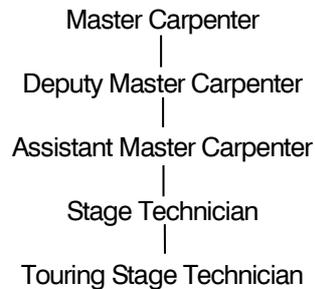
Job Description

Job title: Touring Stage Technician

Job holder: Vacancy

Responsible to: Master Carpenter, Deputy Master Carpenter, Assistant Master Carpenter

Organisation chart:



Key accountabilities:

- Learn the needs of a production and its presentation in order to achieve a smooth running of rehearsals and performances and to keep records.
- Undertake maintenance of all touring equipment whilst on tour and at base.
- Work on all company functions and non-main scale work when required.
- Identify hazards and actively monitor risks in the workplace and contributing to the formation of risk control systems.
- Be aware and ensure compliance of Health and Safety or other legislation as far as is reasonably practicable.
- Drive company vehicles as required.
- Carry out any other reasonable duties as deemed necessary by the HOD or his deputies.
- The role involves manual handling and working at height.
- The role involves working unsociable hours and extensive touring within the UK and occasionally abroad.

Health and Safety

This post carries individual responsibility for Health & Safety matters at Level 6.

Touring Stage Technicians

Person Specification

Essential attributes include:

- A good knowledge of stage craft.
- A good knowledge of touring theatre.
- Experience in general rigging and flying.
- Awareness of Health and Safety regulations with regard to working in a theatre and with theatrical equipment.
- Proven track record of working in the theatre and of touring.
- Ability to work effectively within a team.
- Ability to solve practical problems under pressure.
- Ability to work independently from instruction.
- Reliability and a positive attitude.
- Demonstrable ability to perform the duties listed above.

Employee Benefits

Pension

All employees are automatically enrolled into WNO's Stakeholder Pension Scheme (the "Plan") or such other registered pension scheme as may be set up by the Company as a Qualifying Workplace Pension Scheme three months after joining the Company, subject to satisfying certain eligibility criteria.

Maternity/ Paternity/ Adoption

We offer a generous scheme which provides payments in addition to statutory provisions.

Childcare Vouchers

The company operates a Childcare Voucher Scheme with Computershare. The scheme is a government approved, tax-efficient way of paying for childcare.

Corporate Leisure – Gym Membership

All employees are eligible to obtain the Active Corporate Card operated by Cardiff City Council which is available at a 25% reduced rate and covers various leisure facilities throughout Cardiff.

Discounts

The Wales Millennium Centre offers discounts to residents at selected outlets within the building and selected restaurants around Cardiff Bay on presentation of ID cards.

Discounted Cinema Tickets from Cineworld

Please contact HR for an access code.

Main Terms and Conditions

- Salary £572.60 per week, payable weekly by credit transfer to bank.
- Travel & subsistence rates – applicable to six weeks of the tour only.
- Termination of engagement is by one week's notice on either side.
- Basic working hours – this is an all hours for the duration of the engagement.
- Holiday entitlement is 5 weeks (25 days) per annum (pro rata).
- Sickness benefit during the probationary period is at the statutory minimum. Entitlement after completion of the probationary period is a maximum of 13 weeks at full salary and 13 weeks at half salary, inclusive of statutory sick pay in both cases.
- The Company offers a contributory pension scheme.

Health and Safety Individual Responsibilities

All Employees

(Level 6)

Every employed person, including Managers.

Responsibilities

All employees are responsible for:-

The observance and implementation of rules and systems which are derived from the Health and Safety Policy and the arrangements for its implementation.

Taking reasonable care for their personal health and safety and that of fellow employees and others who may be affected either directly or indirectly by their acts or omissions at work.

Reporting promptly to the appropriate Manager potential or actual hazards and defects.

Taking part in any health and safety training considered by the Company to be necessary in order to comply with the Company Health and Safety Policy and current legislation.

Knowing the correct action to be taken in the event of an accident, fire or other emergency.

Co-operating with Management and other employees in meeting statutory requirements.

Not interfering with or misusing anything provided to protect their health, safety or welfare which is required by legislation and using any machinery, equipment, substance or safety device in accordance with any training and instruction.