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**Dance City Job Description**

## **Apprentice Technician**

Duration: 30 months, start date: 2nd September 2019

Based at: Dance City - Newcastle upon Tyne &

Sunderland.  
The Sage Gateshead, and other venues, for offsite training

Responsible to: Responsible to the Technical Manager

Purpose: To provide technical assistance to all users of the Dance City facilities.

Assist in presentation of events and performances.

Undertake day to day housekeeping and maintenance.

Undertake the apprenticeship of Creative Venue Technician (IATE Ref: ST0106)

Hours A:40 hours per week (paid breaks)

Salary: £8,736 1st 12 months

Reviewed at 12 months, and subject to the national minimum wage.

Overtime: Overtime payments are not made. Time off

in lieu is provided

Probationary period: 6 months

Notice period: 1 month (1 week during probation)

# Key Responsibilities

Assisting in the effective and safe delivery of events at Dance City

Day to day care and housekeeping of Dance City’s equipment and facilities.

The scope of this covers all aspects of maintaining a multiuse venue, from laundry to electrical safety testing, dance floor cleaning to rigging equipment inspection.

Helping colleagues, artists and visiting companies with technical queries.

Proficient operation of technical equipment.

Undertaking of the training required to complete the apprenticeship of Creative Venue Technician to an excellent standard.

**External Relations:**

The Sage Gateshead as the regional training provider for Creative Apprenticeships

**Reference:**

Full text of the Level 3 Creative Venue Technician standard; description, behaviors, skills and knowledge.

<https://www.instituteforapprenticeships.org/apprenticeship-standards/creative-venue-technician/>

**The person applying for this role is expected to be able to demonstrate these traits, abilities or qualifications.**

**Essential:**

Ambitious for a career as a technician in the creative industries.

The applicant will have read and understood the Creative Venue Technician Apprenticeship Standard – Level 3, including the assessment plan (provided in the link above).

The apprentice is expected to be at times self-directed, but always keen to learn and apply experience in all that they can if given this opportunity.

Physically fit.

A significant amount of a technician’s work is at height. If not already, the apprentice will need to quickly become proficient with using Dance City’s access equipment. (Our Tallescope has a working height of up to 9m).

Some equipment is heavy or awkward. The apprentice must be able to learn to handle equipment safely.

Punctual and Reliable.

Often the fastest working part of a get in is during the first hour. Being late for a call can really impact on the production schedule.

When working independently, it will be relied upon that the tasks being undertaken will be completed effectively. Unfinished tasks can greatly undermine the ongoing work schedule.

Flexible with regards to working schedule.

Hours will be scheduled by the technical manager around production and housekeeping demands, and will be across all days of the week. Generally one weeks’ notice of the schedule will be provided. The needs of an event can change quickly and therefore there may occasionally be late changes.

Generally hours can be similar to these examples:

Show day (evening performance): 09:00 – 22:00 to 23:00

Standard day: 10:00 – 18:00

**Highly desirable:**

Level 2 English and Maths.

An interesting candidate without level 2 in these subjects could still be appointed. In this case the apprentice will have to undertake additional function skills training and have attained level 2 before entry into the final assessments of the apprenticeship is allowed. Gateshead College would provide this additional learning.

An interest in visual and performing arts.

Dance City is a creative organization and this role is very much here to support that creativity. For example, the apprentice will, as experience and skills progress, be expected to plot lighting for dance pieces. A creative, or at least an engaged, person will excel and enjoy this aspect.

An artistic background would be an advantage. Implementing lighting designs involve a lot of different colours. The apprentice will be expected to be able to learn to differentiate between some subtle differences to ensure accuracy, quality and creative intent.

Good listening skills.

Good listening skills will accelerate the learning process.

An important part of a live presentation at Dance City is the audio. Whilst being the technician for an event the apprentice could be responsible for ensuring the audio playback is of a professional standard… Good listening skills are essential for this.

**Desirable:**

A good communicator.

Production work often involves lots of questions and discussion on how to achieve the best outcome. The apprentice will be expected to be able to ask questions where they are not clear on a task or join discussion where they would like further information. Support through ongoing work training will build on these specific communication skills.

Confidence in decision making.

The apprentice will be trained to be effective in all aspects of their work at Dance City. The apprentice will be expected to be confident in applying that training.

The technical department is small and very supportive, as is the rest of the team at Dance City. Confidence is something that will be built together.

Comfortable using IT.

Dance City has some modern computer based production equipment and tools. The apprentice will be using these as well and both Apple and Microsoft based computers and software in their role.