

February 2022

Dear Applicant,

**101 Outdoor Arts Technical Coordinator (1 year fixed term)**

Thank you for your interest in the above post. Please find enclosed the following:

- o A job description
- o A person specification
- o Application Form
- o Supporting information pack – About Us, Competencies, Mission and Objectives, Core Values, Why join us?
- o An Equal Opportunities monitoring form

Please refer to our website [www.cornexchangenew.com](http://www.cornexchangenew.com) for further information about our organisation and its activities

If you wish to apply for the post, please complete the enclosed Equal Opportunities and Application Form and return to me with a covering letter to Corn Exchange, Market Place, Newbury, RG14 5BD, or email to [recruitment@cornexchangenew.co.uk](mailto:recruitment@cornexchangenew.co.uk) no later than **5pm on Wednesday 23rd February 2022**

Yours faithfully

Danielle Corbishley  
Head of 101 & Outdoor Programmes

**CORN EXCHANGE**

Market Place | Newbury  
Berkshire | RG14 5BD

Administration 01635 582666  
Facsimile 01635 582223

Email [admin@cornexchangenew.co.uk](mailto:admin@cornexchangenew.co.uk)  
[www.cornexchangenew.co.uk](http://www.cornexchangenew.co.uk)

The Corn Exchange (Newbury) Trust is a  
company limited guarantee 3908975.  
Registered charity 1080567.  
VAT Registered 724 5990 12.



**Position:** 101 Outdoor Arts Technical Coordinator (1 year fixed term)

**Reports to:** Head of 101 & Outdoor Programmes

**Hours:** 40 hours per week, including some evenings and weekends.

**Salary:** £19,968 - £23,379 depending on experience

**Holiday:** 28 days

## Overview

The Corn Exchange seeks a motivated and multi-skilled individual for the role of Technical Coordinator 101 Outdoor Arts. This is a 1 year fixed term post whilst we undergo a period of organisational development.

101 Outdoor Arts is a dedicated rehearsal, fabrication and development centre for the outdoor arts sector in the UK. Based on Greenham Business Park, Newbury our unique 20,000sq ft. facilities encompass warehouse rehearsal rooms, meeting spaces, a fabrication workshop, dining room, 2 kitchens and en-suite accommodation cabins for 15 artists. 101 hosts over 50 artistic residencies every year alongside a programme of professional development labs and outdoor performances.

The Technical Coordinator will be responsible for the day to day technical operations at 101, providing support for visiting artists, managing our resources and technical equipment and ensuring that facilities are maintained and suitably equipped. You will also provide production support for in-house work-in-progress performances, workshops and our exciting outdoor programme.

We look for individuals who are passionate about what we do and in return we are keen to support staff with opportunities for further training and professional development.

## **Main Duties**

### **Residency and programme support**

- To liaise with incoming companies regarding their technical specifications and requirements and ensure that the technical needs of visiting companies are met as appropriate using the available resources
- To ensure that all spaces are prepared in readiness for visiting companies and other activities
- To offer induction and H & S briefing on using the building and equipment and facilitate training and instruction on equipment and systems to all building users on arrival
- To supervise and assist all incoming companies as appropriate, including load—ins and get-outs; giving the best possible guidance and advice
- To work on outdoor events on location, and during rehearsals and research & development periods at 101, working with the Head of 101 and the Head of Technical & Operations with all technical and production preparations as appropriate.

### **Organisation of resources & facilities**

- To maintain the building and its resources and to contribute to the continual development and improvement of 101
- To develop and maintain stock control and inventory systems and to maintain an up to date list, for distribution to visiting companies, of all equipment and stock available for their use
- To organise, renew and maintain equipment and technical resources
- Manage and maintenance of props and sets for outdoor productions
- Developing and managing the hire of equipment, props or workshop facilities
- Working with the Head of 101 and the Head of Technical & Operations to maintain and promote an effective healthy and safe working environment, observing that all prevailing conditions and regulations are adhered to.
- To assist with the upkeep and maintenance of all building services at 101, including artists' accommodation [lighting, power, heating, plant]
- To log repairs and maintenance issues associated with the building and its services; working with the Head of Technical & Operations to schedule an effective repair and maintenance programme
- Liaising with and supervising maintenance contractors when on site

### **Additional Requirements**

- To demonstrate a commitment to the Corn Exchange Trust's core values
- To publicly represent the Corn Exchange and 101 in a prepared and professional manner
- To create a friendly and welcoming atmosphere for users of 101
- To maintain confidentiality at all times
- To work unsocial hours as required taking time in lieu
- To work at other locations as required
- To undertake any other duties that may be reasonably requested

## **Working Hours**

The hours given represent an average across a given week. It may be necessary for the post holder to work in excess of this and to take time off in lieu in less busy periods as required. It is likely that the spring season will require most flexibility due to the seasonal nature of outdoor work.

## **PERSONAL SPECIFICATION**

The successful candidate is likely to have:

- An interest in outdoor arts & supporting the artistic rehearsal process
- A can do attitude with a creative problem solving approach
- Ability to be self—directed and enjoy managing their own work load
- Teamwork skills
- A flexible and versatile approach to work
- Good communication skills and the ability to form relationships with a range of people
- Some experience of sound, lighting or staging equipment
- Enthusiasm and competency for looking after buildings, equipment and inventories
- A knowledge and understanding of current H & S practices

**The successful candidate may also have:**

- Practical skills which may include prop making, construction and maintenance
- Knowledge and experience of workshop and building equipment
- Stage management experience
- Experience of managing staff and contractors
- PAT testing experience
- Experience of pyrotechnics

## **Guidelines on completing the application form**

### **General points**

Please complete the application form in black ink or type. If downloading an application from The Corn Exchange's web site please print it out, sign and return by post. We use this application form to decide whether you will be given an interview so please fill it in very carefully. We can't interview everyone who applies for a post.

### **CVs**

Please complete all sections of the application form. Only applications made on the form are accepted, we do not accept CVs alone although you may attach a CV to a completed form to give additional information.

### **Information in support of your application**

This is probably the most important part of the application form. Selection for interview will be made on how well you demonstrate you meet the criteria in the person specification and job description.

Read through the job description and person specification and think of an example (or two examples) from your present or most recent job that show you have the required knowledge/skill/experience. You may also use experience from voluntary work, academic work or hobbies.

- Say what you were trying to achieve and why.
- Describe your role, don't say "we", say what you did.
- Say what the outcome was. Did you achieve what you set out to do?
- Were there any problems and how did you overcome them?
- Could you have done things differently, with less resources or in less time?

If you are unemployed or have been out of paid employment for some time, or have just left school/college/university, you may wish to include relevant experience from voluntary work or education.

Do continue on additional sheets if necessary.

### **Referees**

One referee must be your present or most recent employer. If you are currently self-employed you may use a client as a referee. If you are still in full time education and

applying for your first job, please give details of someone in authority from an educational establishment.

We will not approach your referees until after we have interviewed you. You may indicate whether we need to contact you before we approach your referee.

### **Criminal convictions**

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored, after a rehabilitation period. For most posts we will only ask for details of criminal convictions if you are invited for interview, and these will be unspent convictions. Only the people directly responsible for the recruitment will be informed of the criminal record. Information will only be used to assess suitability for employment insofar as it is relevant to that particular post. The decision will be made on merit and ability.

Posts which involve one to one contact with vulnerable groups such as the mentally ill or young people under 18 are exempt from The Rehabilitation of Offenders Act. Information about spent as well as unspent convictions must be disclosed. Offers of employment for these posts will only be confirmed when a disclosure from the Criminal Records Bureau has been obtained. The disclosure will be at a level that will include cautions, reprimands and final warnings.

### **Disability Discrimination Act**

We accept applications in a number of formats including audio and large print.

A disability is defined under the Act as a physical or mental impairment which has a substantial and long term (more than 12 months) adverse effect on a person's ability to do normal activities. If you tell us you have a disability we will make reasonable adjustments to where you work and to your working arrangements.

### **Data protection**

If your application is unsuccessful, the information on your application form will be kept for six months and then destroyed.

### **Equal opportunities form**

Please complete the equal opportunities form and return it to us. This should be done separately from your application and the information given will only be used for monitoring purposes.

# Application form

**Post applied for:**

Please complete in black ink or type

**Where did you see this position advertised?.....**

## Personal details

<b>Preferred title:</b>	<b>First name:</b>
<b>Surname/family name:</b>	
<b>Address:</b>	
<b>Post code:</b>	
<b>Tel. (home):</b>	<b>Tel. (work or mobile):</b>
<b>E mail address:</b>	

## Education and qualifications

Please tell us about the school/college/university you attended, starting with the most recent.

<b>Name of school/ college/university</b>	<b>Date you started and finished</b>	<b>Qualification and grade</b>



## Present or most recent employment

**Employer's name and address:**

**Dates of employment including month and year:**

**Post title:**

**Please tell us briefly about what you did in your job:**

**Reason for leaving:**

**Notice required:**

**Salary:**

## Past employment

<b>Employers name and address:</b>	<b>Dates from &amp; to month &amp; year:</b>	<b>Job title &amp; brief description of duties:</b>	<b>Reason for leaving:</b>

--	--	--	--

**Voluntary work**

Please give details of any voluntary work or community activity.

--

## **Information in support of your application**

Please use this space to tell us how your skills, experience and knowledge match those in the job description and person specification. You will need to give examples from employment or voluntary work to show how you meet these criteria. Invitation to interview for this post will depend on how well you meet the criteria.

If you need more space please continue on a separate sheet of paper

# Training

Please tell us about any training courses you have been on that you think are relevant to this application.

<b>Course title and content</b>	<b>Organisation that ran training</b>	<b>Date training attended</b>

## References

Please give names, addresses and telephone numbers of two referees. One **must** be your present or most recent employer. The other can be another previous employer or any other person who can provide a reference for you but not a partner or member of your family. We do not approach referees until after interview.

<b>Present or previous employer</b>	
<b>Name:</b>	<b>Name:</b>
<b>Job title:</b>	<b>Job title:</b>
<b>Organisation:</b>	<b>Organisation:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone:</b>	<b>Telephone:</b>
<b>How is this referee known to you?</b>	<b>How is this referee known to you?</b>
Do you wish to be contacted before we approach this referee?	Do you wish to be contacted before we approach this referee?
Yes/No	Yes/No

### **Have you any unspent convictions?**

If you answer yes, details will only be requested if you are invited to interview

## Further information

**Do you consider yourself to have a disability?**

Yes  No

Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your current working pattern?**

Full-time  Part-time  Prefer not to say

**What is your flexible working arrangement?**

None  Flexi-time  Staggered hours  Term-time hours   
Annualised hours  Job-share  Flexible shifts  Compressed hours   
Homeworking  Prefer not to say  If other, please write in:

## Declaration

I declare that all the information I have given on this application form is true to the best of my knowledge and belief. I understand that I may be dismissed if I have given false information or not given relevant details. I give my consent to The Corn Exchange recording and processing my personal information in line with the Data Protection Act 1998 and other legislative provisions.

**Signed:**

**Date:**

Applications should be returned to Corn Exchange, Market Place, Newbury, RG14 5BD or to [recruitment@cornexchangenew.co.uk](mailto:recruitment@cornexchangenew.co.uk)