

31.05.2023

Dear Applicant

Stage Crew (Temporary)

Thank you for your interest in the above vacancy. Please find attached:

- Person Specification
- Job Description
- Application Form Parts A & B

Please also refer to the Traverse Vision, Mission and Values Statement and Candidate Privacy Notice which can be viewed and/or downloaded from the jobs page on our website at www.traverse.co.uk/jobs

If you wish to apply please complete all sections of the application form, sign the declaration and send with a covering letter. Should you require to make your application in an alternative format please contact us as soon as possible on 0131 228 3223 or by email to jobs@traverse.co.uk and we will make every effort to meet any reasonable request.

Applications can be submitted either in typed format or handwritten in black ink. Completed applications must be either:

1. Emailed to kevin.mccallum@traverse.co.uk or
2. Posted to the address marked on the application form.

Applications should arrive no later than **Monday 19 June 2023**. Please note that late applications will not be accepted. If you submit your application by e-mail you must ensure that you receive an acknowledgement from us within two working days. Postal applications will be acknowledged by email within 2 working days of receipt. If you do not receive an acknowledgement of receipt from us within 5 days of submission please contact jobs@traverse.co.uk

The panel will interview those applicants who appear, from the information available, to be the most suitable in terms of skills, qualifications and experience. It is essential that you give full details in each of the sections and provide evidence of how you meet the particular experience and qualities sought. The Traverse will guarantee an interview to any applicant with a disability and who meets the minimum person specification criteria. Should you wish to be considered under these conditions please indicate this in the application form.

Interviews will be held in the week commencing 26 June 2023.

Please note all applicants must be able to provide documentary evidence of their eligibility to work in the UK and be in possession of any necessary work permit and/or visa.

We expect to receive a high volume of applications for this post and regret we will be unable to respond to everyone individually. Therefore, other than acknowledgement of receipt, if you have not heard from us by Friday 16 June 2023 you should assume that your application has been unsuccessful.

Yours faithfully



Becca King
Administration & Finance Assistant





Stage Crew (temporary)

Qualifications: No formal qualifications necessary

Experience/Competency	Essential	Desirable
Experience working in a technical department of a theatre	✓	
Excellent time management	✓	
Can prioritise and work to deadlines	✓	
Attention to detail	✓	
Experience managing a team of people		✓

Skills and Abilities	Essential	Desirable
Rigging and focussing of lanterns	✓	
Programming and operating ETC desks	✓	
Knowledge of QLab and general sound set up	✓	
Good communication	✓	
Delegation		✓

Other	Essential	Desirable
Positive working or 'can do' attitude	✓	
Team player	✓	

Some Terms and Conditions:

- Rate of pay £528.00 per week.
- Hours of work – 48 per week with one day off in seven
- Overtime payable at single time for hours worked in excess of 48 per week.
- This is a temporary position for the period of the 2023 Edinburgh Fringe Festival from the 29 July to 27 August 2023
- Paid annual leave entitlement equivalent to 28 days per annum.

Additional Information:

- Applicants must be eligible to work in the UK and, if applicable, must hold any necessary work permits and/or visas.
- Closing date for applications is 5pm on Monday 19 June 2023
- Interviews will be held in the week commencing 26 June 2023
- We experience a high volume of applications and are unable to respond to all of these. If you have not heard back from us by 30 June 2023 you should assume your application has been unsuccessful on this occasion.

Job Description

Post Title:	Stage Crew (temporary)
Salary:	£528.00 per week
Responsible to:	Head of Lighting & Sound and Head of Production
Key Purpose:	To assist in the operation and smooth turnaround of shows in Traverse 1 and Traverse 2 during the Edinburgh Fringe Festival period.
Main Duties:	<p>The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required.</p> <ul style="list-style-type: none"> • To work under the direction of the Stage Crew Chief and/or Head of Stage and ultimately to be responsible to the Head of Production. • Fitting up and getting out shows in Traverse 1 and Traverse 2 making occasional set repairs and assisting with set changes during shows as required. • Making occasional set repairs, assisting with get ins and get outs in other venues as required. • Attending debriefings with Head of Stage and Stage Crew Chief as required. • To work in a safe and responsible manner under the guidance of the Stage Crew Chief. • Undertake training as appropriate and as agreed with Line Manager. • Any other duties as agreed with Line Manager. • To adhere to and promote the Equal Opportunities Policy as set out by the organisation. • To ensure that all services delivered through the Traverse operate within a Health & Safety framework.

The Traverse expects all production staff to work as a team and conduct themselves in a responsible manner during working hours. Punctuality is essential, and consumption of alcohol whilst at work is not permitted.

Please raise any work-related issues with the Head of Lighting & Sound in the first instance.



FOR OFFICE USE:

REF: SC0623

APP NO.

PART A: PERSONAL INFORMATION

Application for the post of:

Stage Crew

1. Personal Details

Surname:	
Forename(s): (indicate the name you wish to be known by)	
Permanent Home Address including postcode:	

Contact phone number:	
-----------------------	--

Personal contact email address (to be used for purposes of this recruitment):	
--	--

2. Other Information

If appointed, how much notice would you require before taking up appointment?	
Please detail dates you are not available for interview:	
If you have a disability, please inform us of any adjustments you require to assist you with the selection or interview processes (<i>please note this information may have to be passed on to the selection or interview panels for this purpose</i>).	
The Traverse Theatre will guarantee an interview to any applicant with a disability AND who meets the minimum personal specification criteria. Do you wish this guarantee to be applied to your application? Please answer YES or NO	
Have you ever been convicted of a criminal offence? Please answer YES or NO	
(Declaration subject to the Rehabilitation of Offenders Act 1974)	

3. Conditions

Only applications which contain all the requested information, will be considered. **Information in support of your application will not be accepted after the closing date for receipt of applications.**

Before you submit your application, please ensure that you are eligible for this post by referring to the job description and person specification as well as any additional information for applicants. If you are successful at interview, a complete enquiry of your eligibility will be made. If you are uncertain about any aspect of your eligibility, please contact us.

A candidate found to have given false information or wilfully to have suppressed any material fact will be liable to either disqualification or, if appointed, to dismissal.

Late applications will not be accepted.

4. Declaration

The information given in Parts A and B of this application is complete and correct to the best of my knowledge. Under the terms of the Data Protection Act 1998, I agree that the information given in Parts A and B of this application may be processed to provide management information for recruitment and equality & diversity monitoring purposes. This information will not be retained longer than it is needed, and paper records are normally disposed of after one year. Applicants will have the right of access to any information held about them.

Signed _____ Date _____

If your application is submitted by e-mail we will require you to sign this form if invited to interview.

Please send your completed application either by email or handwritten in blank ink to:

e-mail: kevin.mccallum@traverse.co.uk

by post to: **Private & Confidential**
Becca King – Job Application
Traverse Theatre
10 Cambridge Street
Edinburgh EH1 2ED

The information given on this form will be used strictly for the purposes of recruitment of stated post; communicating with candidates regarding this recruitment; taking up references; and the processing of payroll, pension, tax and national insurance; and contractual obligations of successful candidates. The forms of successful candidates will be securely stored in your personnel file until six tax years following the end of your employment. Otherwise the form will be securely destroyed after a period of 1 year.



FOR OFFICE USE:

REF: SC0623

APP NO.

PART B: SKILLS AND KNOWLEDGE

Application for the post of:

Stage Crew

1. Educational Qualifications

To the extent that you consider that education qualifications are relevant to the post, please complete this section.

Subject	Level e.g. Standard/ Higher	Result

2. University or further education

If you have attended university or college, please provide details as follows:

University or College	Details of qualifications (including title and type of degree, diploma or certificate	Class & Division (if applicable)	Main Subjects

Post-graduate qualifications	University or College	Details of qualification	Main Subjects

3. Current Employment

Are you currently employed? Please answer YES or NO	
Name of Current Employer/Contractor	
Address of Current Employer/Contractor	
Date Started	
Employed/contracted as:	
Current Salary/Fee	
Why do you wish to leave?	

Employers'/Contractors' References

Please note that employers' or contractors' references covering the last 5 years will be required if we are considering you for an appointment following your interview.

If invited to interview, may we ask your present employer/contractor for a reference?

Yes ☐ No ☐

May we approach your previous employers/contractors for a reference if we are considering you for an appointment?

Yes ☐ No ☐

Reference details of Current Employer or Contractor (if Freelance)

Name of employer/contractor	Postal address	Email contact	Phone contact

Reference details of Previous Employer or Contractor (if Freelance)			
Name of employer/contractor	Postal address	Email contact	Phone contact

Please give the name, address and telephone number of an additional referee who need not be a current or former employer/contractor:			
Name & capacity this person knows you	Postal address	Email contact	Phone contact

To the extent that you consider it relevant to the post, detail your previous employment, including self-employment and freelance work, **starting with the most recent.**

Name, Address & Phone No. of Employer/Contractor	Job Title and Main Duties/Freelance contract details	Length of time in Post	Reason for leaving

4. SKILLS & KNOWLEDGE

Please study the **Job Description and Person Specification**. Use this space to demonstrate that you have the skills and knowledge we have asked for. You may also use this space to include any other information which may be relevant to your application.