

12 April 2024

Dear Applicant

**Festival Technician (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](http://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](mailto: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](mailto:kevin.mccallum@traverse.co.uk) or
2. Posted to the address marked on the application form.

Applications should arrive no later than **12 noon on Monday 3 June 2024.** 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 [kevin.mccallum@traverse.co.uk](mailto:kevin.mccallum@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 10 June 2024.

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 24 June 2024 you should assume that your application has been unsuccessful.

Yours faithfully



Pauleen Rafferty

Payroll & HR Manager



**Festival Technician (temporary)**

**Person Specification**

This is a profile of the skills and aptitudes required for the post. It lists the criteria that will be used in shortlisting and selecting candidates objectively and ensures transparency in the decision-making process. The ideal candidate will be able to demonstrate these in both their application and at interview.

**Qualifications**

No formal qualifications are necessary.

|  |  |  |
| --- | --- | --- |
| **Experience/Competency** | **Essential** | **Desirable** |
| Experience of working in the technical department of a theatre | **√** |  |
| Excellent time management | **√** |  |
| Can prioritise and work to deadlines | **√** |  |
| Attention to detail | **√** |  |
| Experience of managing a team |  | **√** |

|  |  |  |
| --- | --- | --- |
| **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 skills | **√** |  |
| Ability to delegate effectively |  | **√** |

|  |  |  |
| --- | --- | --- |
| **Other** | **Essential** | **Desirable** |
| Positive, ‘can do’ attitude to work | **√** |  |
| Team Player | **√** |  |

**Some Terms and Conditions:**

* Rate of pay £628.80 per week.
* Hours of work will be 48 per week worked over six days. Hours will be flexible to allow you to carry out your duties.
* Overtime payable at single time for hours worked in excess of 48 per week.
* This is a temporary position for the period of the 2024 Edinburgh Fringe Festival from 25 July to 28 August 2024.
* Paid Annual leave entitlement is equivalent to 32 days per annum, including public holidays.
* There is a contributory auto-enrolment pension scheme available.

**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 **12 noon, Monday 3 June 2024**
* Interviews will be held in the week commencing 10 June 2024 at the Traverse Theatre, 10 Cambridge Street, Edinburgh.
* We experience a high volume of applications and are unable to respond to all of these. If you have not heard from us by 24 June 2024 unfortunately your application has been unsuccessful.

The Traverse is an accredited Real Living Wage employer and aims to be an equal opportunities employer.

**JOB DESCRIPTION**

**Post Title:** Festival Technician (Temporary)

**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:** 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.

* To work under the direction of the Head of Lighting & Sound and ultimately to be responsible to the Head of Production.
* To work with visiting company technicians during fit up and turnarounds.
* Operating shows as required.
* In conjunction with Head of Lighting & Sound organising turnaround planning.
* To ensure working in a safe and responsible manner under the guidance of the Head of Lighting and Sound.
* Undertake Training as appropriate and as agreed with Line Manager.
* Any other duties as agreed with Line Manager.
* To adhere to and promote the Equality and Diversity 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: Tech2024**

**APP NO.**

**PART A: PERSONAL INFORMATION**

**Application for the post of:**

**Festival Technician**

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): |  |

1. **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 *(please note this information may have to be passed on to the selection or interview panels for this purpose).* |  |
| 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**](mailto:kevin.mccallum@traverse.co.uk)

**by post to: Private & Confidential**

**Kevin McCallum – 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: Tech2024**

**APP NO.**

**PART B: SKILLS AND KNOWLEDGE**

**Application for the post of:**

**Festival Technician**

**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.

|  |
| --- |
|  |