

**Bernie Grant
Arts
Centre**
Developing
culturally diverse
artists



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



Application Pack

TECHNICAL SITE MANAGER

18 Months – Fixed Term

Contents:

**About the Bernie Grant
Arts Centre**

Job Description

Person Specification

Terms of Employment

**Bernie Grant
Arts
Centre**
Developing
culturally diverse
artists

TECHNICAL SITE MANAGER

Closing date: Sunday 9th May, Midnight

Interviews: w/c 17th May 2021

Ideal start date: As soon as possible

Reports to: Artistic Director/CEO

**Contract: 18 months - Fixed term
to December 2022**

**Location: Bernie Grant Arts Centre,
Town Hall Approach Road,
Tottenham, London, N15 4RX**



**Bernie Grant
Arts
Centre**
Developing
culturally diverse
artists



ABOUT THE BERNIE GRANT ARTS CENTRE

The Bernie Grant Arts Centre is a state of the art, purpose built arts complex in the heart of Tottenham Green, North London.

Designed by British-Ghanian architect Sir David Adjaye, and opened in 2007, our site features a 274-seat theatre; 3 rehearsal spaces, a lounge cinema, café & bars; 20 creative workspaces, and an impressive outdoor square.

Inspired by the vision of the late Bernie Grant MP, we develop and present new and cutting edge multi-disciplinary work by Black artists. We invest in the creativity of Black artists, develop new audiences and provide valuable career opportunities within the arts for those from underrepresented backgrounds. We believe in a world in which Black artists, creatives and performers no longer have to fight to have their stories made.



**Bernie Grant
Arts
Centre**
Developing
culturally diverse
artists

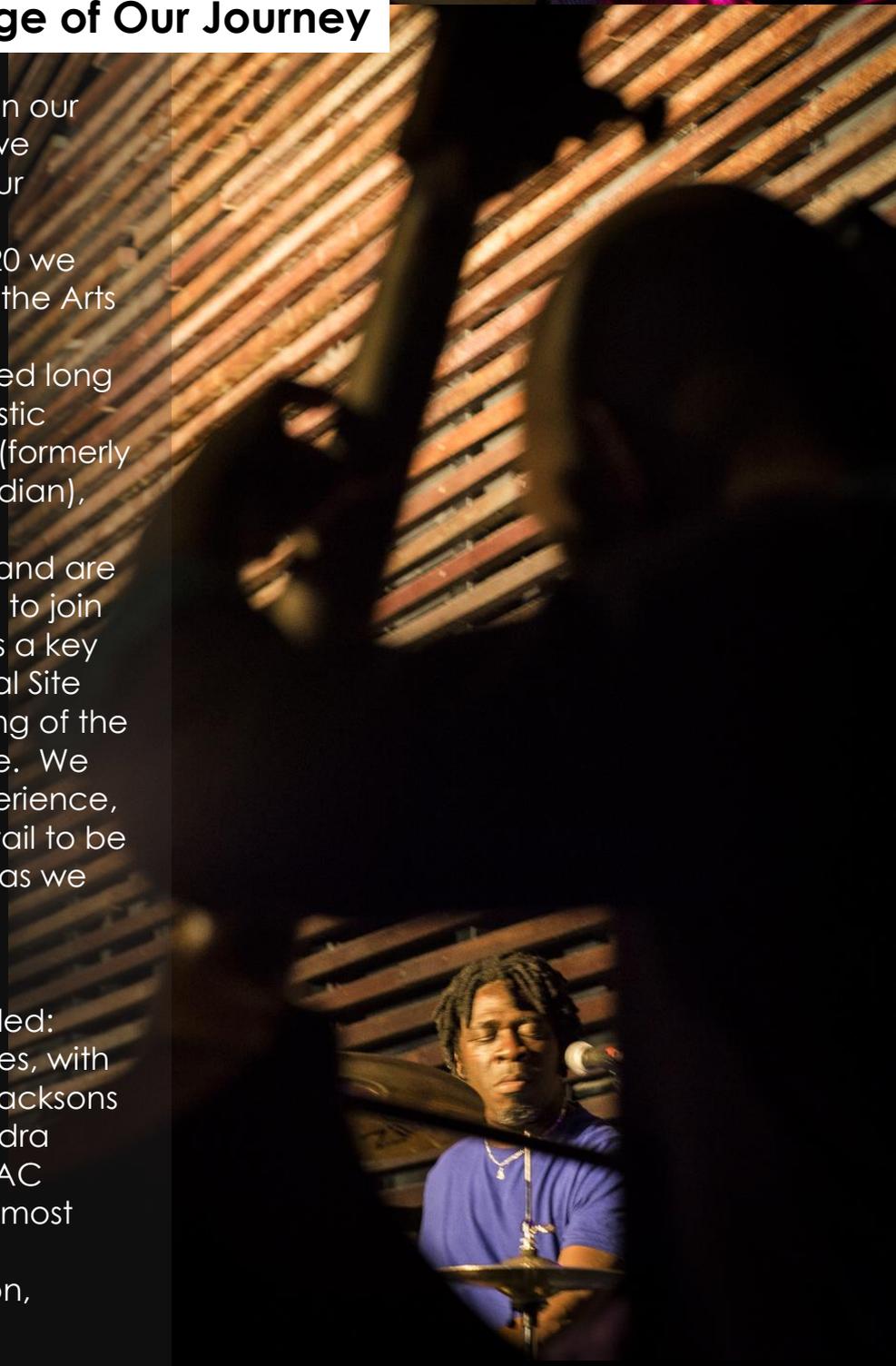
"The Bernie Grant Arts Centre is both a gift and necessity to the community, to Tottenham, to Haringey, to London and the nation."

- Lemn Sissay MBE

The Next Stage of Our Journey

This is a fantastic opportunity to join our organisation at a pivotal time as we reopen post-Covid and reignite our ambitious artistic, community and commercial plans. In January 2020 we secured a 2 year partnership with the Arts Council as part of the Elevate programme, to enable us to embed long term business viability. Led by Artistic Director/CEO Hannah Azieb Pool (formerly from Southbank Centre, The Guardian), we have bold plans for our artistic programme and community role and are looking for exceptional individuals to join our small and dedicated team. As a key member of the team the Technical Site Manager will support the reopening of the venue and the events programme. We are looking for someone with experience, commitment and attention to detail to be core to our growth and evolution as we adapt to the changing cultural landscape.

Our local significance is unparalleled: Haringey is a borough of two halves, with the more affluent half served by Jacksons Lane, Hornsey Town Hall & Alexandra Palace whereas in Tottenham BGAC stands alone, serving some of the most diverse and socio-economically challenged communities in London, the UK and Europe.



We remove the barriers that contribute to under-representation in the arts, putting Black artists centre stage, serving diverse audiences and using the arts to advocate for change within our locality.

In the 12 months prior to Covid-19 we had over 25,000 people through our doors.

Our work directly reflects Arts Council England's 'Let's Create' strategy (2020-2030); Creative people, Cultural Communities and A Creative and Cultural Country, and embraces ACE's four investment principles; Ambition and quality, Inclusivity and relevance, Dynamism and Environmental responsibility.

As a multi-artform building we're unique in the national and local landscape. No other building specifically focuses on Black and ethnically diverse talent development, artistic excellence and creative resilience. Nationally our work supports, commissions, and platforms Black and brown artists to enable them to make the work they really want to make, rather than being subjected to the white gaze during the creative process.

The Technical Site Manager role will be pivotal in supporting the Artistic Director/CEO on all upcoming programming and commercial events, as well as supporting the Building Manager with contractors and general building maintenance.

The Bernie Grant Arts Centre was awarded Elevate Funding from Arts Council England to help deliver our artistic mission and build organisational resilience. We are currently in the process of developing a three-year business plan to help drive forward the centre and secure a vibrant, sustainable future for this key cultural asset in the heart of Tottenham, North London. Our intention is to apply for NPO status in the next round with Arts Council England.

Recent successes with Fundraising have seen new partnerships established through Power to Change, the Windrush Community Fund, Weston Jerwood Creative Bursary, GLA and of course Arts Council England through a range of funding streams including the Cultural Recovery Fund, Grants for the Arts and Elevate.



Bernie Grant Arts Centre
Developing culturally diverse artists

The Supreme Price
5 May @ 7:30 pm

The WOMEN IN ACTIVISM FILM FESTIVAL

Every Friday in the Cinema Lounge, 5 - 26 May
in partnership with Black History Studies

berniegrantcentre.co.uk | Box Office: 020 8365 5450
Bernie Grant Arts Centre, Tottenham Green, London N15 4RX

These funds have contributed to a combination of core costs, overheads, project and programme budgets and have led to enhanced resilience as we look to reopening our building and to building back stronger after many months of closure.

We are committed to raising the profile of Black artists through presenting and co-creating high quality work and delivering artists development, creative learning and engagement opportunities. As we recover from the impact of Covid-19 on our organisation and work towards reopening our arts hub, could you bring the ideas, energy and lived experience we need to be successful on the next stage of our journey?

BGAC is a Black, female, locally-led organisation. Our current team of staff and freelancers is 70% Black; our Board is 67% Black and multi-generational. Under the new leadership of Hannah Azieb Pool, we are committed to living our values and becoming an even more inclusive organisation.

Our 2020 Tottenham Literature Festival audience was 45% local and 60% diverse (Black, Asian, dual heritage). 99% artists were Black, Asian or ethnically diverse and 14% of our audience considered themselves to have a disability. Our full digital programme was BSL interpreted, all our films were audio captioned.

As we expand our team, new roles will be promoted to attract applicants from underrepresented backgrounds in the arts.

Our theatre, studios and offices are wheelchair accessible, we offer flexible working patterns and are mindful of those with caring responsibilities.



**Bernie Grant
Arts
Centre**
Developing
culturally diverse
artists

JOB DESCRIPTION



Post: TECHNICAL SITE MANAGER

Reporting to: ARTISTIC DIRECTOR/CEO

Responsible for: Technical management, Site management, managing technicians, site staff and support for the events across the campus

Salary: £30k per annum
Including auto-enrolment in pension scheme

Hours: 40 hours per week

18 Months - Fixed Term Contract running until December 2022

MAIN PURPOSE OF THE JOB

The Technical Site Manager plays a vital part in ensuring productions and events are delivered to a high standard. They are responsible for working with companies in the auditorium, rehearsal spaces, cinema and courtyard to ensure the smooth day-to-day operations of technical requirements. They also play a vital part in maintaining technical equipment and Health and Safety compliance for the organisation.

- **The Theatre Building**
 - The purpose built, state of the art, flexible theatre space with a capacity of 279 seating and its associated technical spaces; Dressing rooms and private backstage areas; The main rehearsal room and green room; The Café and Bar and other public spaces.
- **The Hub Building**
 - A ground floor rehearsal room/cinema lounge: A café/bar: Two upper floors leased to a Performing arts training academy.
- **The Creative Studios**
 - 20 creative studios for creative businesses; a small rehearsal room.
- **The Estate Grounds**
 - The main courtyard; Carpark; Landscaped areas.

MAIN DUTIES AND RESPONSIBILITIES

Operational

- The management, supervision, delivery and financial control of all technical and production matters for Bernie Grant Arts Centres programme of performances and events including in-House productions, co-productions, visiting companies, promoters, hires and events.
- Operational responsibility for the day to day running of the organisation's buildings ensuring that they are fit for purpose.
- To provide excellent, professional technical support, resources and services to all visiting companies and hirers in all creative spaces (Auditorium, Café/Bar, Studio Theatre/Rehearsal room, Outdoor Events) and manage liaison between visiting companies and their production departments.
- Supporting the CEO in organising and overseeing regular tests of the fire alarm, fire exits and fire safety equipment, overseeing effective training in fire and evacuation procedures across the company
- To lead the production planning of in-house commissioned projects, residencies, performances and events by professional artists and workshops, courses, showcases and performances by young and emerging practitioners.
- To ensure the highest possible technical and artistic standards are achieved within the allocated resources.

- To set technical schedules and production deadlines, and manage the production process towards these deadlines.
- To be responsible for loading/unloading, set construction, rigging and operation of lighting, sound (including live sound as appropriate) and digital media and advising, planning and resourcing the seating / staging configurations available in the performance spaces.
- To ensure that the BGAC's buildings and working environments comply at all times with Health and Safety policies, Premises Licence requirements and best practice, including any works carried out by contractors or third parties.
- To co-ordinate all technical maintenance and manage the acquisition of all technical equipment for Bernie Grant Arts Centre performances and visiting companies.
- To ensure the effective flow of information both within the department and across the organisation, with regard to production information.
- To keep up to date with technical advances and practices related to the job role and recommend any new resources and equipment.

Leadership and Personnel Management

- Provide strong leadership for the Site team and all freelance/casual staff members making sure they are able to carry out their areas of responsibility efficiently and effectively.
- To lead on the recruitment of permanent technical production staff and contract and manage freelance or casual production staff as and when necessary.
- To lead on educational and learning opportunities within the Technical Team including co-ordinating, supporting and managing work experience opportunities and Apprenticeships work experience.
- To be responsible for the organisation and recording of regular production meetings ensuring the efficient management of all production/technical teams, in particular their deployment on each production, including visiting work.
- To contribute to the planning and management of Bernie Grant Arts Centre's programme and building upkeep including attendance at key meetings and events.

Finance

- To be responsible for the budget of the technical department and for its allocation within the department, reporting regularly to the Administration Manager and CEO.
- To prepare and monitor budgets for each production and event.

- To contribute to the annual budget planning timetable cycle.
- To support the Organisation's efforts to maximise efficiencies and income generation.

Health, Safety and Maintenance

- To support the CEO on key aspects of Administration, Licensing and Health and Safety including ensuring that Bernie Grant Arts Centre is at all times compliant with Health and Safety regulations (especially backstage areas) associated staff training, recording risk and fire risk assessments for performances, ensuring equipment test certificates are compliant and up to date and generally providing and maintaining a safe environment for performers and audiences.
- To support the CEO on all aspects of maintenance which will include ensuring all equipment is regularly serviced and maintained, planning the maintenance schedule and running maintenance procedures, co-ordinating maintenance cover overseeing theatre related maintenance contracts and contractors and generally ensuring that all maintenance work is safe and complies with current entertainment licensing, fire, building and Health and Safety legislation.
- To keep up to date with technical advances and practices related to the job role and recommend any new resources and equipment.
- To catalogue and organise the storing of all work relating to Bernie Grant Arts Centre productions.
- To support the CEO in all aspects of technical support with regards to building maintenance.

Other

- Acting as designated premises supervisor, key holder and be on the emergency call-out list.
- Be an active member of the BGAC's Senior Management Team.
- Adhere to, and actively contribute to, BGAC policies, including Equalities (including diversity, access, and equal opportunities), Environmental and Health & Safety.
- Any other duties as may be reasonably required.

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.

PERSON SPECIFICATION

The Bernie Grant Arts Centre has a small team of highly skilled and committed people. All staff members are expected to contribute as appropriate to the Company's success and engage in the life of the Company and the building.

Essential skills, knowledge and experience:

- At least three years professional technical experience within a building based/Arts Centre context, providing a professional service to visiting companies, community organisations and promoters presenting a range of art forms, including theatre, music and dance.
- Relevant experience, preferably in a building-based organisation to which the public has access.
- Experience of performing arts production processes.
- Experience of strategic planning, production management, scheduling and allocating resources.
- Proven ability to offer creative production solutions to conceptual discussions and creative challenges.
- A thorough working knowledge of staging, rigging and scenery techniques.
- A thorough working knowledge of the equipment, usage, operation, maintenance and safety requirements of lighting, sound and AV systems.
- Knowledge of licensing and health and safety and the implementation and control of the applicable legislation.
- Experience of writing and implementing Risk Assessments and Safe Systems of Work.
- Experience of budget management, financial control/monitoring and a proven ability to cost projects and productions.
- Proven leadership skills with experience of line managing technical and production teams and the ability to run a fit-up.
- Excellent verbal and written communication skills, with the ability to communicate effectively at all levels within and outside the organisation.

- Excellent organisational skills, with the ability to work under pressure and to manage and prioritise workloads in situations of conflicting demands.
- Good IT skills, including the ability to use MS Office packages, Google Drive and basic knowledge of AutoCAD.
- An understanding of equal opportunity and cultural diversity issues in the delivery of our services.
- Enthusiastic supporter of environmental sustainability initiatives.
- Is self-motivated, with a flexible and proactive approach to work.

Desirable skills, knowledge and experience:

- Experience of running technical theatre training and/or supporting education work.
- Experience of facilitating theatrical productions, commercial events and events in unconventional spaces.
- Experience of union and TMA agreements (BECTU, Equity, MU).
- First Aid qualification.
- An interest in the arts - In particular Black, Black British and diverse arts.
- Lives within the area or has a local commute.

TERMS OF EMPLOYMENT

Salary: £30,000 per annum

Contract: This is an 18 month fixed term contract running until December 2022.

Post & Hours: 40 hours per week. The post holder will be required to work evenings and weekends.

Holiday: 28 days per annum pro rata, 8 of which are on UK Public Holidays

Inclusion, Equality and Diversity

Bernie Grant Arts Centre is committed to being a truly inclusive organisation – from our Trustees and team members to our audiences and participants. We recognise people can face a range of barriers going through recruitment processes and are committed to breaking down these barriers. We treat all job applications equally regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic.

We are currently working from home and will embrace partial remote working applications following the lifting of government restrictions. Proposals for flexi working, job sharing are also welcome and considered openly. Our offices are accessible to wheelchair users.

BGAC TECHNICAL SPECIFICATION

Auditorium

General description

The auditorium has been designed for multiple types of performances, and can be operated in a thrust stage, theatre-in-the-round, and cabaret arrangements. The space has a flat floor throughout to allow for ease of access from both front-of-house and back-of-house areas.

The auditorium accommodates an audience of approximately three hundred in a thrust stage arrangement. Retractable seating provides space for an audience of 207 persons, while perimeter terrace seating allows for a further 77. The first two rows of the thrust stage arrangement are accommodated below floor level in a sunken pit to improve sight lines which create a further 26 seating positions. Three permanent wheelchair users positions are provided in a thrust stage format; one at the ground floor level and two at first floor level. Removing temporarily fixed seating at both ground and first floor level can create three additional wheelchair users' positions.

Access into the space is granted through six double doors, one in each corner and one centrally located along the each flank wall. This allows for the audience or performers to enter from any side of the space to suit potential theatre-in-the-round or other type of arrangement.

The space is equipped with very flexible lighting, sound and staging facilities making it suitable for a wide range of performances and events. The inclusion of a tension wire grid makes it possible to gain safe access to all of the installed facilities making it an ideal educational environment.

Area (approximate dimensions only)

Ground floor:	20.9m x 15.5m	325 m ²
First floor perimeter terrace:	N/A	147 m ²
Second floor perimeter terrace:	19.3m x 15m	164 m ²
Second floor tension wire grid:	N/A	290 m ²
Overall:		926 m²

Height (approximate dimensions only)

Ground to first floor:	3.2m
First to second floor:	4.8m
Second floor to ceiling:	3m
Stage floor to tension wire grid:	8m

Features and Facilities

Retractable seating: Accommodates 207 people in nine rows of 900mm width, including for two wheelchair-user seating positions (one permanent and one temporary). The seating is provided in fabric lined bench seating with no arm rests, with numbered seat locations and rows. The seating is lined with carpet throughout, and integral low level lighting.

Anchor points: Wall mounted anchor points are provided adjacent to the floor access panels at ground and second floor level to allow people to work adjacent to the open panels.

Tension wire grid: A tension wire grid is installed to cover the whole of the performance space within the galleries and all four sides at second floor level, this is an area of approximately 19.7m x 15m. The tension wire grid allows safe working at height.

Stage machinery: The space is fitted with the equipment needed to rig technical equipment and scenery from the load bearing steel work over the grid. This equipment includes 6 chain hoists for rigging heavier items and a basic set of black theatrical drapes.

Control room: Located at the rear of the first floor to provide a clear view of the stage area in an end on format. The facilities have been provided to allow the control equipment to be moved to the rear gallery of the first floor, this gives a better view for events using the whole floor.

Lighting: The lighting installation is based on a system of distributed dimming. Dimmer packs are located close to the luminaires that are to be controlled and are connected to a comprehensive infrastructure of power and control outlets. A basic rig of luminaires and accessories has been provided.

A house lighting system has been provided which is dimmable and controlled from the auditorium lighting control system.

Sound and communications: A comprehensive infrastructure of sound and communications cabling has been installed to allow the use of the space for a diverse range of events. The main PA system is designed to work primarily in the end on format but can be reconfigured to suit other arrangements of the space. A digital mixer is provided to offer some of the most up to date facilities.

Acoustics: The auditorium acoustics are flexible, suitable for both amplified and non-amplified music and dance performance. To this end, the auditorium has acoustic curtains to the ground and first floor in order to avoid excessive build-up of sound produced by a PA system. These curtains can be extended when required and stored away when not in use. Fixed acoustic panelling on the second floor and ceiling provides day to day reverberation control and works to create an environment in which the spoken word is clear and intelligible.

A low noise ventilation system means that air conditioning noise will not cause distractions during performances so enabling maximum dramatic impact.

The structure is designed to be well isolated acoustically to avoid sound from inside the building causing disturbance outside the auditorium and also to make sure that noise created outside does not detract from activities within the auditorium.



HOW TO APPLY

To apply for the post, please send:

- An up-to-date CV
- A cover letter addressing, in no more than two pages, the selection criteria
- A complete Equal Opportunity Form
- Contact details for two references (we will seek your permission before making direct contact with any referees)

...to recruitment@berniegrantcentre.co.uk with 'Technical Site Manager' in the subject line.

Deadline: Sunday 9th May 2021 @ Midnight

Anticipated start date: As soon as possible

If you would like to have an informal, confidential conversation about the role, please contact recruitment@berniegrantcentre.co.uk

**Bernie Grant
Arts
Centre**
Developing
culturally diverse
artists

berniegrantcentre.co.uk

@BGArtsCentre



**GREATER
LONDON
AUTHORITY**



power to
change



Supported using public funding by
**ARTS COUNCIL
ENGLAND**