



**JOB DESCRIPTION**

Title: Technical Theatre Coordinator

Responsible to: Artistic Director

Links to: Youth Arts Team

Timescale: 12 Month Contract

Location: YouthAction NI College Square North, Belfast

Hours: 37.5 hours per week (including evenings/weekends when required)

Salary: Disclosed upon request

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**About YouthAction**

YouthAction NI is an outward and forward-looking learning organisation with a conscious and evolving leadership culture that embraces self-evaluation and continuous improvement to best meet the changing needs of young people through youth work and youth arts.

It is a membership-based youth work and arts charity that actively works with young people as partners to tackle inequalities in their lives. Through such intention and purpose, our mission is to: improve their life chances; inspire them as activists; grow inclusive and outward looking communities and build a peaceful and shared society.

The organisation has regional bases in Belfast (College Square North), Armagh, Derry/L’Derry, Enniskillen, Kilkeel and Newry.

**Company Benefits**

* Inclusive and Friendly Working Environment
* Attractive annual leave with length of service rewards
* Allocated well-being days at Christmas
* Occupational Family Friendly Policies
* Occupational Sick Pay
* TOIL
* Personal Development including in service training opportunities
* Investors in People

**Description**

The Technical Theatre Coordinator will be responsible for the successful management and operational effectiveness of College Square North Studio Theatre, including all equipment and storage. They will also train and inspire young people in technical theatre disciplines such as sound, lighting and stage management. As an integral member of the Youth Arts Team, the TTC will contribute to meetings, provide evaluations, produce class (techie theatre) plans and assist with the varied portfolio of events in the theatre. The position will require flexibility to work ‘unsocial’ hours.

The role will also require supporting the building in events relating to the theatre and any technical requirements throughout the building.

**Job Responsibilities include:**

* Manage and operate the fully functional Studio Theatre (120 seat) to an exceptional standard.
* Plan and manage theatre/staging requirements for the annual portfolio of events, festivals, concerts, conferences and productions.
* Provide technical support (lighting, sound, AV) for events within the theatre and where necessary in outreach projects off site.
* Coordinate, facilitate and develop Techie School to Rainbow Factory members each week, to build the technical skills and qualifications of young people.
* Recruit young people to join Techie School and inspire them to excel.
* Guide and mentor young people interested in technical theatre through ‘on the job’ training and ‘youth led’ programmes.
* Contribute creative, practical solutions for effective physical, visual and sound effects.
* Ensure the theatre, including storage is organised to an exceptional standard.
* Ensure good health and safety practices are adhered to at all times or created where needed.
* Source equipment, props and anything necessary for the theatre or its productions.
* Assess and improve current operational systems/methods.
* Ensure theatre and all equipment is clean and tidy at all times.
* Change the theatre set up as required including; light rigging, seating, microphones and speakers, band, staging, set.
* Provide technical support to external bookings in the CSN studio theatre, liaising with the CSN Building administrator.
* Learn how to use QLab
* Learn how to use Premier Pro and make videos where needed
* Support promotion of Rainbow Factory including social media/website
* Assist with recruitment of new Rainbow Factory and Techie School Members

**Project Management**

Develop projects unrelated to technical theatre when required

**Finance and administration**

* Follow YouthAction NI’sadministrative systems and procedures at all times, including Youth Arts monitoring as required.
* Follow YouthAction NI’s financial policies and procedures at all times

**General**

* Reflect the ethos, policies and practice of YouthAction Northern Ireland and demonstrate integrity, maturity and good judgement at all times.
* Fully comply with YouthAction NI’s “Protecting children, young people and young adults” policy and procedures, including good practice guidelines.
* Become familiar with and adhere fully with all YouthAction NI’s policies, procedures and good practice guideline at all times.

**PERSONNEL SPECIFICATION**

**ESSENTIAL CRITERIA**

* Enthusiasm to learn and develop in technical theatre and advance the capacities of Rainbow Factory
* Knowledge of working in the technical side of theatre.
* Ability and experience to programme and operate a lighting desk.
* Ability to stage manage productions
* Knowledge of and ability to utilise sound equipment such as microphones, speakers and sound effects.
* Knowledge of Health and Safety regulations.
* An approachable, adaptable, positive and hard-working attitude.
* Ability to work both as part of a team and on own initiative.
* A strong interest in theatre and theatre production and a commitment to working to develop young people in a positive manner.
* Excellent skills in administration, planning and organisation.
* Strong IT skills

**DESIRABLE CRITERIA**

* Experience of workshop/class facilitation
* Experience of working with groups of young people to train them in technical theatre skills or any other subject

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Application Form can be requested from Joanne Quinn-Kane (Senior HR Administrator) at [joanne@youthaction.org](mailto:joanne@youthaction.org)

Closing date for applications – **4th October 2024 (12 Noon)**

Date of Interviews **11th October 2024**

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