

Technician

Application Pack





Welcome from Alexander Ferris Chief Executive & Creative Director

Hello

Thank you for your interest in ARC Stockton and for taking the time to look at this application pack. We hope it contains all the information you need to help you decide to apply.

ARC is such a warm, welcoming and dynamic place to work. As well as our weekly diverse programme of music, theatre, dance, comedy, visual art and spoken word, we are also home to Teesside's only independent cinema. Core to who we are as a venue is our commitment to our local community and artists who visit in their hundreds every week. We aim to be a creative hub that connects people and ideas and we have got some really exciting plans for the future.

It is a special time to be in the North East and Teesside in particular. Creativity and culture are included as key components of the growth strategies for the region and ARC has a vital leading role to play in supporting and developing the sector through its activities including the running of networks such as Tees Valley New Creatives and Tees Valley Creates: The Freelancers Network. We also have a national platform through our touring work and wider networks, such as Venues North.

We offer a flexible and supportive working environment and we are always keen to bring people with different experiences and backgrounds into the team. We are consistently working to inclusive and anti-racist objectives. We want to support all staff to fulfill their potential and enjoy a happy and healthy workplace.

If you would like to speak to a member of our friendly team then get in touch on recruitment@arconline.co.uk and we'll arrange a time for an informal chat.

We hope you decide to join us.

Alexander Ferris
Chief Executive & Creative Director



About ARC

ARC is a charity that uses arts and cultural activity to support our local community.

We work locally, in Stockton and the Tees Valley, and nationally, through our leadership of networks and partnerships.

We have events and activities going on all year round for everyone. These include live performances, film screenings, workshops and classes. We are particularly keen that people who might feel that the arts isn't for them are able to take part.

Our work brings people together so we can all better understand and enjoy the world and experience new ideas.

We invite lots of different artists to spend time creating new work at ARC, working with local people, to make sure that what we present is relevant to Stockton.

We want to make a positive difference to our local community. We are always interested in working with new people.



Activity at ARC



During 2024/25, ARC presented 120 professional performances, 34 community performances, 173 film screenings and live broadcasts, as well as delivering more than 943 workshops and classes. Audience figures exceeded 56,000, with c12,000 attendances at creative arts activities.

ARC supports artists to develop new theatre, dance and multidisciplinary performance works, presents high profile comedians and musicians, produces national tours of works created by associate artists and organisations, and is home to resident learning disabled theatre company Full Circle.

ARC's family offer includes the commissioning and programming of new performance work for 3-7 year olds throughout the year as well as a Christmas show for this age range.

ARC works with multiple strategic partners to deliver a diverse and high quality creative engagement programme and ARC's community-led programme makes an important contribution to the overall life of ARC. During 2024/25 we supported 34 community performances, featuring more than 1,000 young people performing and attracting audiences of c12,600. ARC's gallery programmes exhibitions that reflect the local community, while the cinema programming includes art-house, family and mainstream screenings.

ARCADE, ARC's performance artist network, consists of c100 active members from across the North of England. During 24/25 artists benefited from 2,200 hours of free space for R&D and rehearsals, and 150+ one-to-one surgery sessions. We continued to deliver Tees Valley New Creatives, a career starting programme of free support to help people completing further and higher education creative courses secure employment in the cultural industries and unlock new opportunities in their fields.



Our Building



Spread over 5 floors, ARC is home to some of the most accessible and adaptable spaces in the region. Our building includes The Point, which is a 550 capacity flexible entertainment space regularly used for comedy and music, a 246 seat theatre, a 97 seat studio theatre, and a 131 seat digitally equipped cinema. In addition, there is a 100 square metre dance studio, a versatile workshop space, and an accessible gallery.

Alongside these spaces, we also have a bar and cafe area, as well as informal seating spaces that are regularly used by community groups, families and individuals. ARC's set up is flexible, and alongside our regular artistic programming and creative learning activity, our spaces can be adapted to host any type of function, from corporate hospitality to conferences, exhibitions and private screenings.

Our Staff



ARC has 54 employees, 15 of these work on a full time basis, 13 part time and 26 work on flexible contracts. We also have a Board of 10 Trustees.

Vision

We believe the world is a better place when people understand each other.

We recognise that the world is dominated by the stories, views and ideas of a very small group of people. ARC uses arts and cultural activity to support different people to share their stories and ensure they are heard.

This creates better connections across communities which support people to raise their aspirations, achieve their potential and enhance their experience of the world.



Mission

ARC is an organisation working from its venue to enhance the wellbeing of the whole community of Stockton and the Tees Valley, through arts and creative activity, through widening opportunities to experience and participate in the arts, and through partnership with other organisations.





Aims

1. To make an important contribution to the social and economic regeneration of Stockton and the Tees Valley
2. To present an outstanding creative programme that is contemporary and relevant to our communities
3. To increase the number and range of people engaging with ARC
4. To support and develop artists and creative practitioners to create excellent work relevant to our communities
5. To support and develop a cultural workforce to support our ambitions
6. To realise the creative potential of our local communities
7. To increase our financial and organisational resilience and ability to adapt to economic, environmental and societal change
8. To act as a catalyst for partnership and collaboration between public, private and voluntary sector organisations
9. To act as a national and international leader in organisational sustainability, sector development, artistic practice and social impact

Job Description

Job Title:	Technician
Contract Type:	Permanent
Salary:	£26,537 per annum (pro rata for part time roles)
Hours:	Full time (40hrs) and part time roles available, requirement to work evenings and Saturdays
Holiday Entitlement:	20 days per annum plus bank holidays, pro rata for part time roles
Based at:	ARC, Stockton Arts Centre
Reporting to:	Technical & Building Manager

The role holder will contribute to the professional presentation of ARC performances and activities.

They will prepare and lead in the co-ordination of resources and delivery of technical services including the operation and maintenance of lighting and sound equipment.

The role will also involve maintaining the building to the highest possible standard, through regular repairs and preventative maintenance programmes.

The Technician will have a good knowledge of health and safety and keep up to date on ARC's health and safety systems.

As part of ARC's safeguarding policy all staff are required to undertake a DBS check.

Key Duties

1. To prepare performance spaces and meeting rooms to meet the requirements of artists, hirers, promoters and other users.
2. To liaise with artists, hirers, promoters and other users prior to events to discuss and agree their requirements.
3. To rig and operate light, sound, AV, projection and stage equipment for productions and performances as required.
4. To enable visiting and associate artists to realise their artistic ambitions by providing technical advice and support during their creative processes.
5. To support with general maintenance, minor repairs and decoration of the public areas at ARC.
6. To undertake housekeeping duties within the front of house and backstage areas to a high standard and to ensure they remain safe, clean and tidy.
7. To develop a working knowledge of all plant and machinery at ARC, carrying out repairs and preventative maintenance as appropriate, reporting any faults or failures immediately to the Technical & Building Manager.
8. To keep records as necessary to allow accurate stock control of technical consumables e.g. bulbs, tape etc and to advise on re-ordering quantities.
9. To act as a key holder for ARC, taking responsibility for unlocking and securing the building at the beginning and end of shifts.
10. To act in accordance with the published Health and Safety Policy of ARC, reporting any health and safety issues immediately to supervisors and ensuring safe working practices at all times including personal and others safety.
11. To be involved in, if required any outside events promoted by ARC.
12. To read and work within ARC's policies and procedures, including the Staff Handbook, Safeguarding Policy, Health and Safety Policy, Equality Policy and General Data Protection Regulation.
13. To undertake any training as required by ARC.
14. To act as a full team member within the department and contribute to the life of the organisation as a whole.
15. Any other duties as may be required as part of the Technician's role.

Person Specification



Essential

1. A good level of technical skills in lighting, a basic level in sound, stage and AV presentation, with more advanced skills in one or more areas.
2. Some skills and experience in general maintenance (DIY skills welcome!).
3. Ability to carry out physical work including working at heights and lifting and carrying.
4. Confident using IT software such as Microsoft Office with some experience of a bespoke lighting or sound systems, and a willingness to learn.
5. Able to work diligently, and at times on your own.
6. Flexible about working hours to accommodate six day operation and varied hours.
7. Enjoys a busy working environment and is able to cope under pressure whilst maintaining good interpersonal skills.
8. A genuine interest in live events, film and other cultural activity and a desire to learn more.
9. Experience with ETC lighting consoles
10. Confident communicating verbally with people of all ages and backgrounds.

Desirable

1. Two years or more experience in a technical role within an educational or professional setting.
2. Familiar with Chamsys lighting consoles and/or digital sound desks
3. Familiar with single purchase flying systems.
4. Awareness of health and safety working practices.
5. Technical qualification or formal training.
6. Knowledge of the arts or cultural industries.



Working at ARC

ARC is a fantastic place to work, but you don't have to take our word for it. You can hear some of our staff talking about working here in these [short videos](#).

We offer a flexible and supportive working environment, value experience as well as skills and qualifications and work to ensure everyone in the organisation is aware of our equality and diversity commitments. We want to support all staff to fulfil their potential and enjoy a happy and healthy workplace.

For office-based jobs, we operate a flexi-time scheme where staff are expected to be in the office between the core hours of 10am-4pm, but can choose when to work their remaining hours.

ARC's Working From Home Policy allows staff whose jobs can be carried out effectively from home to work up to 20% of their hours remotely.





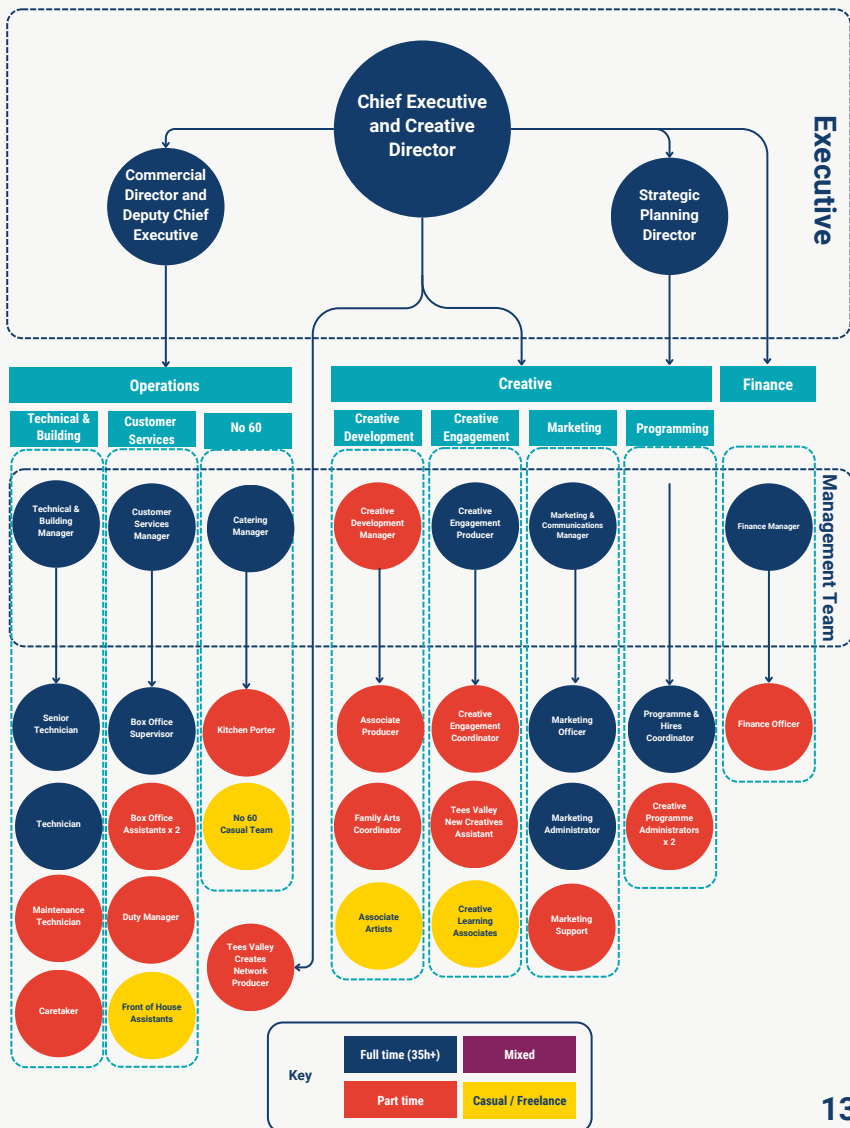
What to expect if you come and work at ARC

All staff employed at ARC receive:

- An annual performance review
- Annual leave and sick pay in line with the terms of your contract
- Salary payments direct to your bank account on 25th of each month
- Free tickets to films and shows at ARC
- A 20% discount on food at ARC's café bar
- Annual health and safety, safeguarding and equality training
- Access to a Cycle to Work scheme (<https://www.cyclescheme.co.uk/>)
- An option to join ARC's pension scheme (<https://www.nestpensions.org.uk/schemeweb/nest.html>) – this offers you the chance to save for the future by paying in 5% of your salary, matched by 3% paid by ARC



ARC Staffing Structure





How to apply

If you would like to apply for the job, please complete an application form which you can [click here to download](#).

This role is open to applications on an ongoing basis. If you would like to apply for this role, please email your application form to recruitment@arconline.co.uk. Please specify if you are looking for a full time or part time role in your application.

The form asks for some standard information about your education and work experience, as well as a statement about why you are interested in the role and how your skills and experience would help you undertake the duties outlined in the job description. Please draw on personal and voluntary experience as well as work experience – many of the skills we are looking for are gained through our family and social lives, not just in professional settings.

Please don't forget to tell us why you want this job. We are looking for people who are passionate and motivated so it really helps to understand what aspects of the job you are interested and excited about.

As part of the form it will ask you to fill out an Equality Monitoring survey – please make sure you do this as well.

Once we receive your application we will acknowledge receipt of your application by email. Our Technical Manager will be in touch if they would like to see you in person for an interview.



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Our Technical Manager will be in touch if they would like to see you in person for an interview.

Access requirements

If you have any access requirements in terms of submitting an application or attending an interview, please let us know. We aim to meet everyone's access requirements.

If you need to submit your application in a different format (eg. as a video or audio file or as a hard copy), please let us know in advance so we can look out for it.



Data Protection

We are required to have a Candidate Privacy Policy to allow us to inform potential candidates of how ARC will collect, store and process their personal data submitted as part of the application process.

ARC will collect, store and process all data submitted as part of the recruitment process for this post in accordance with its responsibilities as the data controller as defined by the General Data Protection Regulation (GDPR).

The length of time that ARC retains submitted applications will depend on which stage of the recruitment process the candidate reaches.

- For candidates who are unsuccessful at the first stage ARC will retain submitted applications for the duration of the recruitment period of the named post.
- For candidates who attend an interview but are unsuccessful at this stage ARC will retain applications for a period of six months from the date that the candidate is informed that they have been unsuccessful.
- For successful candidates ARC will retain applications as part of their HR record in accordance with the terms set out in ARC's staff privacy policy.

ARC collects and stores this information on the basis of legitimate interest as defined by the GDPR in order to be able to demonstrate that it operates a fair and transparent recruitment process in the event that a dispute arises.

ARC will retain submitted equality and diversity monitoring information indefinitely. This data is held as part of an anonymous record which ARC uses to monitor equality and diversity information about applications for advertised vacancies on a regular basis. ARC collects and stores this information on the basis of legitimate interest as defined by the GDPR.

Candidates can object to ARC's processing of their data at any time. If you would like to submit an objection please contact recruitment@arconline.co.uk. ARC will respond to all objection requests within one calendar month as required by the GDPR.