



LSO St Luke's
UBS and LSO Music Education Centre
161 Old Street
London EC1V 9NG

iso.co.uk/lsostlukes

**London Symphony Orchestra
LSO St Luke's Stage Technician
Recruitment Information – November 2018**

Reporting to: Assistant Technical Manager

The London Symphony Orchestra

As the resident orchestra of the Barbican Centre, the LSO presents some 70 concerts there each year, performing the highest quality music from the core symphonic repertoire, as well as music by living or lesser known composers. Other concert engagements in the UK provide additional opportunities for the Orchestra to be heard nationally whilst the Orchestra's major international touring programme brings the LSO to a global audience, particularly through annual residencies in New York and Paris and regular visits to Japan, China, the USA and Europe.

The LSO's activities also include an inspirational and pioneering education and community programme, LSO Discovery, and an award winning record label, LSO Live which enables the Orchestra's music to be heard by a global audience through digital recordings.

LSO St Luke's, the UBS and LSO music education centre, adds a unique dimension to the work of the Orchestra, being the home of LSO Discovery, LSO rehearsals, and a substantial public concert programme, with many performances broadcast by the BBC. A beautiful and flexible space with excellent technical facilities, the venue generates income by attracting a range of artistic, corporate and private hires which contributes to the cost of running and maintaining the Grade 1 Listed building to a high standard.

Role Overview

The LSO St Luke's Stage Technician is part of the small team responsible for the technical and staging operations at the London Symphony Orchestra's flourishing music education centre and performing arts venue. S/he works closely with musicians, producers, film and recording companies, education project managers, conference and banqueting clients, to deliver high quality events. The post-holder needs to be a technical all-rounder with good experience of Theatre lighting and sound, and some knowledge of Theatre and/or Orchestral staging

The Stage Technician assists in the planning of resources for events, and supervise teams of casual stage and technical crew. The Stage Technician occasionally acts as Stage Manager for events, a role requiring frequent interaction with and diplomatic management of clients, high-profile artists, participants, visitors and contractors. The Stage Technician will be a self-motivated and proactive person, able to work on their own initiative, take on responsibility and to fit into a small team working to a consistently high standard.



KEY DUTIES

Stage, Technical & Events

- To liaise with the Assistant Technical Manager and Event Managers to obtain event requirements and to ensure that the venue spaces are set accurately for the day's events.
- To set up and operate technical and stage equipment. To undertake routine and remedial maintenance.
- To manage the stage for events, undertaking stage moves as required, supervising load ins/outs, liaising with clients, artists, contractors and colleagues.
- To be create stage plans for events.
- To supervise freelance and casual staff as required.
- To undertake relevant administrative duties as required.

Venue Maintenance

- Working with the Facilities Manager, to assist when required with managing the fabric of the Grade 1 Listed building, including minor maintenance,
- To carry out general housekeeping duties, including waste disposal and ad-hoc cleaning.
- To be a key-holder for the building, and to assist with managing the security of the premises and to act as an out-of-hours key-holder for call-out in emergencies.

Health and Safety

- To Act as Duty Fire Officer or Duty Manager when required as part of the Centre's emergency procedures and assist with the day-to-day operational staffing of the Centre.
- To be responsible for your personal health and safety, and for that of other persons that may be affected within your working environment, in accordance with LSO St Luke's health and safety procedures and other operational codes of practice.
- Act as one of the qualified first-aiders for the venue.

Other

- Work flexibly as part of a small team and undertake other tasks pertinent to the post as may be reasonably requested by the Centre management.

EXPERIENCE AND SKILLS REQUIRED

Essential

- One year's full-time employment in a relevant venue environment and a relevant training qualification, or two year's full-time employment in a relevant venue environment.
- Knowledge of the performance/presentation industry and working practices.
- Well-presented with excellent interpersonal and communication skills: confident at handling people.
- Excellent organisational and time-management skills with meticulous attention to detail and consistent high standards.



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- A composed, positive personality, able to work well with colleagues and handle working in a busy, demanding environment.
- A good problem solver and keen to acquire new skills
- Willingness to undertake routine tasks along with the engaging ones.
- Experience of Microsoft Outlook and Word.

Desirable

- Knowledge of ETC Eos/Ion lighting consoles
 - Knowledge of Yamaha digital sound consoles
 - Knowledge of orchestral stage set ups.
 - Experience of supervising others.
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TERMS AND CONDITIONS

- Salary range: £22,083 per annum.
- Hours of work will be determined by the schedule of activity for LSO St Luke's and this will include evening and weekend work. General hours are based on a 37.5 hour week (excluding meal breaks) spread over five out of seven days or ten out of fourteen days. There will be occasions when additional reasonable hours are expected as dictated by workload or in order to maintain operations for which overtime will not be paid. Where possible, staff rotas will be agreed 2 weeks in advance.
- Notice Period: 6 weeks.
- 25 days annual leave plus bank holidays.
- Interest-free loan for a season travel ticket.
- Subsidised catering facilities provided by the Barbican Centre.
- Membership of company pension scheme as follows:
 - 2% employer contributions and 2.4% employee contributions in the first year of employment.
 - 5% employer contributions and a 1.6% employee contribution after 1 year's employment.
- Non-contributory private healthcare scheme.*
- Company income protection insurance.*
- Cycle to work scheme.

* after completion of one year's employment

A Disclosure will be requested from the Disclosure and Barring Service for all persons offered posts within LSO Discovery. The LSO policy covering this process, and the handling and storage of Disclosure information is available on request.

This role is based at LSO St Luke's, 161 Old Street, London.

The LSO is an Equal Opportunities employer.

HOW TO APPLY

If you would like to apply for this role, please complete the application form and equal opportunities form online by following the link provided at www.iso.co.uk/jobs

If you have any questions about this role, please contact Jennifer Cohen, Assistant Technical Manager on jennifer.cohen@iso.co.uk or 020 7566 2887.

The closing date for applications is 09:30 on Tuesday 11th December 2018.

Interviews will be held the week beginning Monday 17th December 2018.