



Scottish
Opera

JOB DESCRIPTION

Job Title:	Assistant Orchestra Technician
Responsible to:	Orchestra & Concerts Director
Location:	Production Studios Edington Street, Silver Cloud Studio, Hillington and on Tour

Main purpose of job

To assist the Orchestra Technician with the loading and unloading of all orchestral equipment to and from the designated venues, and to ensure that the required orchestra equipment is set up prior to and cleared away after each session in line with all orchestral requirements.

Use noise monitoring equipment as directed by the Orchestra Technical Coordinator to record orchestra noise levels and transfer data as requested in order to comply with departmental procedures.

Key accountabilities

- Assist with the set-up of all orchestra equipment for rehearsals and performances. This includes the setting up and the downloading of data from the noise dosimeters in consultation with the Orchestra Technician and Orchestra Technical Coordinator.
- Work closely with the Orchestra Technician to ensure the planning and implementation of work is scheduled around get-ins/outs dates and times, along with all other work activities that support Orchestra activities.
- Assist the Orchestra Technical Coordinator and the Orchestra Technician in setting out proposed Orchestra layouts in order that pit and other stage plans are produced to represent final layouts.
- To ensure good housekeeping in the Orchestra store, making sure that equipment is safely and efficiently stored and the area is kept clean and tidy at all times.
- Liaise with section principals regarding their requirements for instrument transport.
- Together with the Orchestra Technician, consult with the Resident Stage Manager regarding any off-stage orchestral requirements.
- Coordinate arrangements with the library team regarding the provision of all music.
- Ensure good housekeeping standards are maintained and that every work area used by the Orchestra meets the standards expected by health and safety practices.

Person Specification

The post holder will be expected to have the following skills:

- Experience of working in a theatre/performing environment and familiarity with musical instruments
- Health and Safety awareness in particular regarding manual handling and risk assessments
- Excellent interpersonal, oral and written communication skills
- Have a positive, proactive and flexible approach
- Possess excellent time management skills and display attention to detail whilst assessing the urgency of requirements
- Have the ability to work both independently as well as part of a team
- Driver's licence would be advantageous but not essential

Other Information

This role requires significant levels of manual handling, therefore physical fitness and agility is required.

General terms and conditions

Contract:	Temporary role, initially for 18 weeks (November to December = 9 weeks; end Jan 2020 to end March 2020 = 9 weeks) Thereafter possible permanent role of approximately 31 weeks of work per year, determined on an annual basis with 6 months' notice of weeks required by November each year.
Hours:	The working week will be up to an average of 48 hours on any five days out of six, Monday to Saturday, except in weeks where there is concert activity, when the week shall be 48 hours on any five days out of seven, Monday to Sunday. The working day is usually between 9.00am and 11.00pm but this can be varied for the purpose of overnight changeovers and get outs. The working day may include a mix of travelling and working sessions and will include evening and weekend work. Work schedules are provided a month in advance.
Annual salary:	£23, 517 pro rata
Holidays:	25 days per annum plus 10 Public Holidays, pro rata
Probationary period:	3 months
Pension:	You will be automatically enrolled into a qualifying workplace pension scheme (QWPS). You will contribute 4% of your salary, the Company contributes 8%.