



To assist in liaising with performance groups working with Jersey Arts Centre, both amateur and professional, to ensure that the venue is available and supervised for use at times which have been agreed with the users.

To ensure that groups using the theatre do so under supervision and in accordance with accepted practices as they relate to security and, in accordance with the Health & Safety at Work (Jersey) Law, 1989, and Jersey Arts Centre's Health and Safety Policy with regard to the safety of the general public and members of Jersey Arts Centre staff.

To assist the Education and Outreach and Administration departments, in conjunction with the other members of the Stage Team, to ensure that craft rooms are set up for all courses, workshops and hirings.

To report immediately any equipment or circumstances that might constitute a potential hazard to those working in the theatre or to the general public.

To provide technical data on performances as required by the administration of Jersey Arts Centre.

To keep an accurate record of the hours worked as required by the administration of Jersey Arts Centre.

To be a key-holder at the Jersey Arts Centre.

### **Qualifications / Competences Required**

A proven active interest in backstage disciplines and an enthusiasm for the Arts in general.

An ability to work as part of a team and on solo projects.

A willingness to work irregular hours.

An ability to work accurately and to strict deadlines.

A willingness to acquire and develop new skills.

Good communication and listening skills.

Good interpersonal skills, and an ability to inspire confidence.

A willingness to contribute to the smooth running of the Department

A valid driving licence is preferred.

### **Application Procedure**

Please apply by submitting:

- A Letter of Application highlighting your interest and skills for the post
- A completed Application Form including the names and addresses of two referees
- A Copy of your current Curriculum Vitae

Closing date for applications: **5pm on Wednesday 5 April 2023**

*Interviews: **Wednesday 12 April 2023** (please ensure you will be available if called for interview)*

