



Casual Crew (Technical Services)

Purpose of Role

You will support the delivery of productions and events on an ad hoc basis, performing various roles to ensure the efficient staging of performances.

Organisational relationships

Line Manager: Stage Manager, Music and Live Events

Key Relationships: Technical and Production departments.

External Relationships: Visiting designers, touring managers and technicians.

Location

Most shifts offered will be at either Perth Concert Hall, Perth Theatre or our store at Inveralmond (Perth) however from time to time shifts further afield may be offered.

Duties and Responsibilities

Standard

- Assisting with format changes, any stage set-up, scene and stage changes.
- Assisting with load-ins and load-outs for all events as required.
- Rigging of Lights/PA/set under the direct supervision of a house or touring technician.
- Ensuring that all areas are kept clean and hazard-free at all times
- Assisting with ensuring that all in-coming equipment meets Horsecross Health and Safety standards and notifying line management if needed.
- Ensure working practices adhere to the in-house Health and Safety Policy and with Health and Safety regulations generally.
- General painting and scenic preparation
- Supporting annual maintenance programs under supervision of the technical team.

Specialist (paid at higher rate)

- Undertaking the duties such as Stage Duty or Technical cover so far as your skills allow.
- Follow spot duties
- Camera Operation
- Acting as a Crew chief

Firewatch

From time to time you may be offered shifts with our Operations team to act as fire watch.

- Fulfilling the fire and evacuation duties during performances
- Carrying out the pre-performance Check List, including fire escapes, lock or unlock doors



- Carrying out post performance checks, including securing the auditorium, light switch off and generally securing the building to ensure all unnecessary equipment is switched off
- Acting as doorman until the event/bar/restaurant closes
- Checking and locking the building once everyone has left

Responsibilities of all staff

To be aware of the work of other departments in the delivery of the company's charitable objectives. You will take an active part in communicating and co-operating with other staff and departments, contribute to an enthusiastic, positive work-climate within the organisation and take an active part in achieving high standards of customer and client care.

You will undertake other duties as may be reasonably required by the organisation.

Terms and Conditions

Rate (Standard): £9.96ph

Rate (Specialist): £10.46ph

Payments will be paid in monthly instalments. You will be paid monthly by bank credit transfer on the last working day of the month.

Hours of Work:

Horsecross Arts is under no obligation of offer you any regular hours of work. This is a casual position designed for persons who wish to undertake occasional or ad hoc additional work to support us during our busier periods.

Shifts on offer are often at evenings and weekends

Core Hours

Any hours worked between 8am and Midnight up to 10hrs a day.
Up to 5 consecutive days.

These hours will be paid at the hourly rate shown above

Infringement hours

Any call on a 6th consecutive day,
Any hours greater than 10hrs in a day,
Any missed meal break,

These hours will be paid at x1.5

Any call on a 7th consecutive day,
Any call on a nominated public holiday,
Any hours between midnight and 8am,
Any infringement of your 11hr overnight rest period,



These hours will be paid at x2

Shift Offering

Shifts will be offered on an ad hoc basis and no guarantee of hours is made.

Horsecross will endeavour to offer shifts with as much notices as possible but the nature of the industry is such at shifts can be offered at late notice.

You are not obliged to accept any shift.

Horsecross Arts reserves the right to award shifts on a first come, first served basis and / or by giving preference to individuals who best suit the needs of the specific call being made.

Holidays

Holiday pay will be added to your monthly pay.

Pension

The Company operates auto-enrolment and has a Pension Scheme in place. We will comply with legislation around auto-enrolment including opt-in and opt-out arrangements.

Notice

Horsecross Arts shall be required to give you 24hrs notice of any shift cancellation.

Any person who does not make contact with Horsecross Arts for more than 3months may be removed from the casual list.