



Position Description
Technician

POSITION: Technician – Casual
LOCATION: Gilded Balloon, various sites as directed by the Head of Production
TERM: Casual
START DATE: Monday 22nd July 2019
END DATE: Saturday 31st August 2019

ORGANISATIONAL CONTEXT

Gilded Balloon is one of Scotland's leading entertainment venues presenting an annual programme as part of the Edinburgh Festival Fringe as well as at its new year-round home at the Basement Theatre. As one of the four largest venues at the Edinburgh Festival Fringe, the Gilded Balloon is respected internationally for presenting a stunning annual showcase of theatre, comedy and cabaret.

Edinburgh Fringe 2019 runs from Wednesday 31st July to Monday 26th August

1. POSITION SUMMARY

Working alongside other venue technicians to ensure the smooth technical installation, operation and deinstallation of all Gilded Balloon managed temporary venues. Gilded Balloon have 21 temporary venues across 5 locations in Edinburgh.

2. KEY RESPONSIBILITIES

- provide production support for Gilded Balloon produced events, activities, programs and events.
- provide technical support to help deliver Gilded Balloon produced events; including operation of sound and lighting equipment and assisting in stage management.
- understand and comply with all Gilded Balloon policies and procedures, ensure all safety regulations are followed and safe working practices are followed.
- become familiar with the emergency procedures for the site(s) you are working on.
- assist with the build, bump in and bump out of all Gilded Balloon Edinburgh Fringe sites.
- run the scheduled technical rehearsals in your venue
- create cue sheets for each show that requires them as well as create show notes for anything tricky or peculiar for each show in your venue.
- write a power up and power down procedure for your venue to assist the people covering you on your days off or late mornings.
- keep the onstage, backstage and operating positing of your venue tidy and clean.
- submit show reports each day detailing information about running times and any issues.
- work alongside the front of house operators in your venue to ensure speedy turnarounds.



Gilded Balloon, 2 Commercial St, Suite 1F4, Edinburgh, EH6 6JA
PHONE: 0131 622 6555 **WEB: www.gildedballoon.co.uk**

3. SELECTION CRITERIA

- Demonstrated professional experience, knowledge and skills in production for performing arts.
- Proven professional experience in a technical production discipline i.e lighting, sound, stage manager, staging, AV and rigging.
- Demonstrated experience working as production crew, or working as a part of a team on a large major event or festival.
- A tertiary qualification in technical production will be looked upon favourably.
- Ability to interact, liaise, negotiate and communicate effectively with a broad range of people, both internal and external to the organisation in a professional and ethical manner.
- Be physically fit and able to carry out the demands of the position. There are a lot of heavy items to be carried up a lot of stairs. To fit the bill for this role you must be fit and healthy.
- Ability to work effectively both independently and as part of a team.
- Reliable and punctual
- Ability to cope with pressure situations and competing deadlines.
- A positive and enthusiastic attitude with a commitment to the arts.
- Excellent attention to detail.
- Self-reliant and self-motivated.
- Patient, amiable and good humoured.

Expression of Interest process

In your expression of interest, please provide

- A brief cover letter that addresses the key responsibilities and selection criteria for the role
- A current resume with contact details of two professional referees.

EOI Closing date May 15th 2019

Applications after this date may still be considered.

Please submit your application to production@gildedballoon.co.uk in either a Word Document format or PDF with the words "Gilded Balloon Technician Application" in the title.



Gilded Balloon, 2 Commercial St, Suite 1F4, Edinburgh, EH6 6JA
PHONE: 0131 622 6555 **WEB: www.gildedballoon.co.uk**