



Elgiva for  
**Opportunity**

**Technical Theatre  
Apprentice**

*Apprenticeship  
Recruitment Pack*



The  
**Elgiva**  
www.elgiva.com

 ElgivaTheatre

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# Technical Theatre Apprentice

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<i>Job Title</i>	<b>Technical Theatre Apprentice</b>
<i>Duration</i>	<b>Full Time, 21 months plus three months assessment</b>
<i>Weekly Wage</i>	<b>£159.10</b>
<i>Working Hours</i>	<b>37 hours per week</b>
<i>Period of Notice</i>	<b>One month will apply to both employer and employee</b>
<i>Annual Leave</i>	<b>22 days per year, plus statutory holidays</b>

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## What is The Elgiva?

The Elgiva is the perfect venue, with a flexible 300 seat auditorium boasting state of the art sound, lighting and projection facilities. The Elgiva delivers a wide-ranging programme of live theatre, music, cinema and Live Screenings whilst also offering the ideal conference and wedding venue.

The theatre is a multi-purpose, community-friendly space, hosting many exhibitions and recitals, as well as our in-house bar and café, Café Encore.

## What is a Theatre Technician?

The role of a Theatre Technician revolves around public events. This will usually involve the set up, operation and removal of technical equipment for theatre stages, art gallery spaces, for cinemas and other performance spaces and events.

## What is an Apprenticeship?

This Technical Theatre Apprentice is an opportunity to train for the role of a technician within the performing arts.

## What is involved in this Technical Theatre Apprentice?

We're looking for someone aged 18-24 who is looking for an apprenticeship in the creative industries. The ideal candidate will need to have an interest in theatre, film and art and be keen to explore a career in the performing arts. They will also need to be interested in learning more about the work The Elgiva creates and presents.

As member of the Technical Team you will work to support touring shows, who are visiting the venue, as well as companies and local community groups we work with to create performances and events. In the role you would support the Technical and the Lighting, Sound and Video teams to help deliver the technical needs of a multipurpose venue.

The apprentice will be employed by Chesham Town Council, while the apprenticeship learning will be delivered by the National College of Creative Industries: [www.creativeindustries.ac.uk](http://www.creativeindustries.ac.uk) and Access Creative College: [www.accesscreative.ac.uk](http://www.accesscreative.ac.uk)



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## Key Details

- You will study for a Level 3 Creative Venue Technician Apprenticeship Standard.
- You will work in all areas of technical theatre, including lighting, sound, stage and video, to support our Theatre, Cinema and Events programmes.
- Part of the qualification will be achieved by creating a portfolio of evidence demonstrating how the relevant skills have been used in the workplace.
- 20% of your working time will be allocated to learning within the CVT apprenticeship. This works out, on average, as one day per working week. However, the time required will be scheduled flexibly to fit in with the College's and workplace's requirements.
- The working week is 37 hours. Throughout the apprenticeship you may be expected to work some evenings and weekends.
- As part of the apprenticeship there may be the opportunity to spend time in the technical departments of other venues.
- You will be supported throughout the apprenticeship by a college industry practitioner, The Elgiva staff, The National College of Creative Industries and Access Creative College.

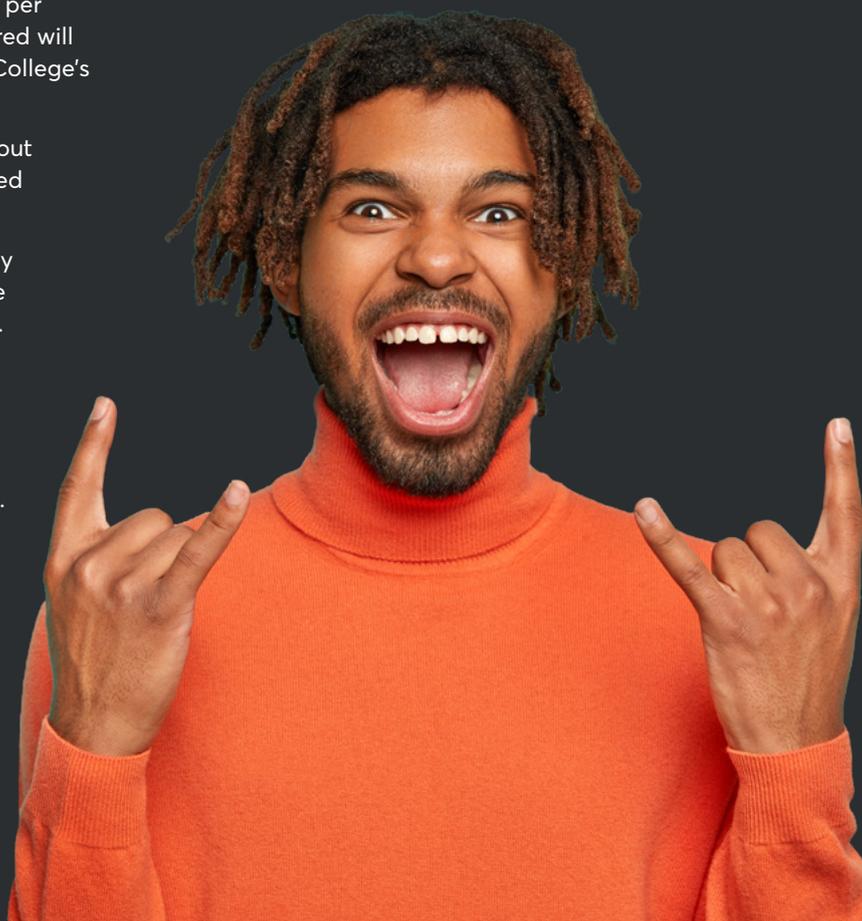
## Purpose

To provide technical support for the Elgiva's programme.

This is an Apprenticeship training role where the successful applicant is expected to remain in post for the duration of the contract and complete the qualifications connected to the apprenticeship programme.

## Relationships

You will be responsible to the Senior Theatre Technician, whilst working with other staff, hirers and artists.





# Technical Theatre Apprentice

## Duties & Responsibilities

1. To assist in ensuring the smooth technical running of the theatre's entertainment and arts programme.
2. To provide technical support to incoming shows and companies.
3. The preparation and projection of films and maintenance and operation of film equipment.
4. The operation and maintenance of technical stock control systems.
5. To assist with the organisation and management of lighting and sound design and their operation.
6. Assist with the administration and reporting of accidents, incidents and maintenance issues as required.
7. To comply with The Elgiva's health & safety policies and procedures.
8. To assist with the technical department's administration processes.
9. To deal with hirers, customers, other staff members and artists as required.
10. To comply with the theatre's financial regulations with specific reference to purchasing and petty cash as appropriate.
11. To adhere to the Town Council's equal opportunities policy.
12. Such other duties as may be commensurate with the grade.

## Applying for this Apprenticeship

To apply for this apprentice role you must meet the following areas:

- You must be aged 18 to 24 years old at time of application.
- You mustn't already hold a degree level qualification, or above Applications for this Apprenticeship will be managed by the National Apprenticeship Service (NAS).

To apply for this Apprenticeship please visit the National Apprentice Service using this link:

**<https://www.gov.uk/apply-apprenticeship>**

***Please note that we cannot accept letters of interest or CVs sent directly to us.***

## Deadline for Applications

Deadline for applications **14th February 2021**

If you would like more information about your application, please contact:

**David Cooper: [manager@elgiva.com](mailto:manager@elgiva.com)**

*Chesham Town Council is an equal opportunities employer, who is actively seeking to employ people currently under-represented in the creative and cultural sector. This includes young people, ethnic minorities and people with disabilities.*

***Thank you for your interest in this post!***