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| Freelance Book Festival Technician**APPLICATION PACK** |  |

Thank you for your interest in being part of the Quarterhouse Technical Team.

Details of the background and context to this role can be found in this pack.

**How to apply**

Please complete and return:

1. Application form
2. Covering letter
3. Up to date CV which explains any gaps in employment.

Once you have completed your application documents, please return them by email to: pennipierce@creativefoundation.org.uk, or post to:

Penni Pierce, Executive and Project Assistant

Creative Foundation

Quarterhouse

Folkestone

Mill Bay

CT20 1BN

**Deadline**

Closing date for applications: **Wednesday 5th October 2016, 5pm**

Interviews will take place in Folkestone during the week of 10th October.

**BACKGROUND INFORMATION**

**Our Vision**

The Creative Foundation is an independent arts charity dedicated to enabling the regeneration of Folkestone through creative activity. Working with the people of Folkestone, our partners and other stakeholders we will transform the town making a better place to live, work, visit and study.

**Our goals and objectives**

 **Goal 1: Creatively engage the people of Folkestone.**

Objective 1: Bring quality art to the town for everyone in Folkestone.

Objective 2: Bring quality creatives to Folkestone and the Creative Quarter.

Objective 3: Provide opportunities for people to develop creatively.

Objective 4: Encourage creative engagement with partners and agencies.

**Goal 2: Creatively transform the look of Folkestone.**

Objective 1: Bring artwork to the town.

Objective 2: Creatively maintain the Creative Foundation portfolio.

Objective 3: Ensure the Creative Quarter public realm looks and feels

 attractive.

Objective 4: Encourage creative engagement by relevant bodies and

 individuals with property and the public realm.

**Goal 3: Creatively change the economy of Folkestone.**

Objective 1: Attract and retain new creative businesses.

Objective 2: Deliver the creative visitor economy.

Objective 3: Attract creatively engaged people to live in Folkestone.

Objective 4: Encourage creative investment in Folkestone by others.

**Goal 4: Change the reputation of Folkestone as a creative town.**

Objective 1: Promote the Creative Foundation model for immersive

 creatively-led regeneration.

Objective 2: Effective promotion of Creative Foundation activities.

Objective 3: Create a virtual Creative Foundation through digital technology.

Objective 4: Encourage others to promote the reputation of Folkestone.

**Goal 5: Create a sustainable Creative Foundation**

Objective 1: Have a clear understanding of CF’s vision, mission, values and

 business plan.

Objective 2: Align the financial model with the organisation's vision.

Objective 3: Invest in resources, including staff, to deliver the vision.

Objective 4: Build appropriate partnerships to deliver the vision.

<http://www.creativefoundation.org.uk/>

<http://folkestonetriennial.org.uk/>

<http://www.quarterhouse.co.uk/>

<http://folkestonebookfest.com/>

<http://folkestoneartworks.co.uk/>

<http://www.creativequarterfolkestone.com/>

**JOB DESCRIPTION**

**Job Title:** Folkestone Book Festival Technician

**Salary:** Fixed fee of £1,000 (one thousand pounds)

**Responsible to:** Quarterhouse Chief Technician

**Location:** Quarterhouse, Folkestone

**Casual Hours:** Flexible work hours to cover set up and operation of Book Festival events from 17th to 27th November 2016 will include early mornings/ late nights and weekends.

**Purpose of job**

As part of a small and dynamic team, you will work closely with the Quarterhouse management team to provide technical services for the Folkestone Book Festival, and offer excellent customer service to visitors and members of the public on behalf of the Creative Foundation.

**Folkestone Book Festival**

Fifty eclectic events including talks, workshops, debates, theatre and kid’s shows held annually over ten days at Folkestone Quarterhouse (and beyond) in November.

**Principal Duties/Responsibilities and Requirements**

* To assist the Chief Technician in all Technical areas of Book Festival events to include; Sound, Lighting, Audio-Visual, Rigging, Stage, Clean-Up and General Maintenance.
* To deal politely and efficiently with members of the public and visiting writers/ companies at all times, and provide excellent customer service.
* To assist with the administrative and logistical, including schedules, tech specs, equipment hires and risk assessment.
* To liaise with Festival companies/artists as required by the Chief Technician.

**NB this job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you, by or on behalf of the Creative Foundation Chief Executive, without change to the level of responsibility appropriate to the grading of the post.**

**Personal Specification**

 **Essential**

* A willingness to be flexible and pro-active, take direction and work hard under pressure.
* Physical fitness is key – you could be loading vans, doing a get-in, setting up staging or moving sets.
* Relevant experience in a professional technical department or similar.
* Excellent team worker with the ability to use own initiative to analyse situations and solve problems.
* A friendly attitude and experience of dealing professionally with visiting artists/ writers/ companies.
* Good spoken English and the ability to communicate effectively.
* Eligible to work in the UK and in possession of the relevant documents.
* Willingness to work at all times of the day.
* Ability to mix sound.
* Ability to rig and programme an ETC ION lighting desk

**Desirable**

* Proven ability to work effectively in a multi-tasking environment.
* Practical experience of equipment maintenance.
* Experience with Qlab.
* Experience with digital sound desks.
* Experience of working on festivals/ for a festival.

**Quarterhouse Freelance Book Festival Technician**

# APPLICATION FORM

**SECTION 1: APPLICANT DETAILS**

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| --- | --- |
| **Name:**  |  |
| **Address:** | **Contact numbers:** |
| **Email address:**  |  |

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| Are you legally eligible for employment in the UK?  |

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| **How did you hear about this vacancy?**  |

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| What is the earliest availability to take up this new position?  |

**SECTION 2: DECLARATION**

Please sign below to indicate that you are providing full and accurate information in your application, including this form, your covering letter, CV and any subsequent interview; and that furthermore you understand that withholding or misrepresenting relevant information may be grounds for dismissal.

**Signature:** **Date:**

|  |
| --- |
| (FOR OFFICE USE ONLY)  DATE RECEIVED: DATE OF INITIAL RESPONSE: |

**SECTION 2:**

**PLEASE PROVIDE A RESPONSE TO THE FOLLOWING QUESTION, USING NO MORE THAN 500 WORDS (continue on a separate sheet if necessary).**

Why do you think you are suitable for a position within the Quarterhouse Technical Team and what skills will you will bring to the role?

**SECTION 3:**

**REFERENCES**

Please provide details of two referees, one of whom is your current or most recent employer (or key client if freelance), and indicate at which stage you consent for these references to be taken up.

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| --- | --- |
| **Name:**  | **Relationship to you:**  |
| Address: | Contact numbers: |
| Email address: | Please contact at any point YES/NO |

|  |  |
| --- | --- |
| **Name:**  | **Relationship to you:**  |
| Address: | Contact numbers: |
| Email address: | Please contact at any point YES/NO |

**Equal Opportunity Monitoring Questionnaire.**

This sheet is for monitoring purposes only and will be detached from your application during the selection process.

**Job Title:** **Quarterhouse Freelance Book Festival Technician**

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| **Gender:**  |  |  |
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| Male |  | 🞎 |
| Female |  | 🞎 |
|  |  |  |
| **Age:** |  |  |
|  |  |  |
| 18 – 25 |  | 🞎 |
| 26 – 35 |  | 🞎 |
| 36 – 45 |  | 🞎 |
| 46 – 55 |  | 🞎 |
| 56 – 65 |  | 🞎 |
| Over 65 |  | 🞎 |
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| **Ethnicity/cultural diversity** |  |
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| Please choose one from A to E, then tick the appropriate box to indicate your background. |
|  |  |  |
| A | White |  |  |
|  |  |  |  |
|  | British |  |  |
|  | English |  | 🞎 |
|  | Scottish |  | 🞎 |
|  | Welsh |  | 🞎 |
|  | Irish |  | 🞎 |
|  |  |  |  |
|  | Any other white background, please write in:………………………………………………… |
|  |  |  |  |
| B | Mixed |  |  |
|  |  |  |  |
|  | White and Black Caribbean | 🞎 |
|  | White and Black African | 🞎 |
|  | White and Asian | 🞎 |
|  | Any other Mixed background, please write in:……………………………………………………… |

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| C | Asian, Asian British, Asian English, Asian Scottish or Asian Welsh |
|  |  |  |  |
|  | Indian |  | 🞎 |
|  | Pakistani |  | 🞎 |
|  | Bangladesh |  | 🞎 |
|  | Any other Asian background, please write in: …………………………………………………… |
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| D | Black, Black British, Black English, Black Scottish or Black Welsh |
|  |  |  |  |
|  | Caribbean |  | 🞎 |
|  | African |  | 🞎 |
|  | Any other Black background, please write in: ……………………………………………………… |
|  |  |  |  |
| E | Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh |
|  |  |  |  |
|  | Chinese |  | 🞎 |
|  | Vietnamese |  | 🞎 |
|  | Any other Chinese background, please write in: ……………………………………………………  |
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| F | Other Ethnic Group |  |
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|  | Please write in : ……………………………………………… |
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| **Disability monitoring** |  |
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| Do you consider yourself to be disabled? |  |
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| Yes |  | 🞎 |
| No |  | 🞎 |
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| If you have a disability, is there anything we can do to make our recruitment and selection procedure more accessible to you? |
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