



# Flexible Technical and Touring Roles

Role Description

## **Scottish Ensemble – Flexible Technical and Touring Roles**

*Freelance*

### **Introduction**

Scottish Ensemble is seeking individuals available to support our work on a project-by-project basis with technical and touring responsibilities. Successful candidates will be offered freelance contracts over the course of the next 12 months to support Scottish Ensemble as it goes on the road.

Scottish Ensemble is a professional string orchestra and we deliver approximately one project or tour every six-eight weeks, though some periods are much busier. To support our small passionate team, we are now looking to engage one or multiple individuals for freelance tour and technical support roles.

Engaged on a project-by-project basis, these roles will support Scottish Ensemble's Producer and Creative Learning Manager to deliver our key projects. The freelance contracts will include responsibilities for driving our tour vans and transport; load-ins and get-outs at venues; some stage management assistance; some Front-of-House assistance; and managing equipment hires and inventories. Candidates with AV experience would be especially welcome to support sound and lighting designers with whom we work to set up and run AV elements of our productions.

We are looking for positive, organised individuals who enjoy working as part of a team; are adaptable and pick up tasks quickly; and who have the technical or practical skills required to ensure a high-quality experience for the artists and audiences who experience our work.

The first project that we are seeking support for would involve dates within 4-14 September 2022.

### **Scottish Ensemble Biography**

Scottish Ensemble's full biography can be found [here](#) on our website.

### **Scottish Ensemble Mission**

To create exhilarating musical experiences that forge new connections between people, places and ideas.

## **Scottish Ensemble Core Values**

- 1) We believe that music is a highly flexible and collaborative art form that can and should make meaningful connections across repertoire, genre, form and discipline.
- 2) We want to create opportunities for musicians to explore and stretch their musicianship, creative and communicative skills, to ensure they are continually developing as artists and as ambassadors for music-making.
- 3) We believe that classical music can be as connected to current audiences, communities and artists as it is to its great, centuries-old traditions, but only when boundaries and conventions are reassessed.
- 4) We celebrate Scotland's diversity and create work to build strong connections across the length and breadth of the country, but also aspire to share our work with international audiences.
- 5) We are responsible global citizens who use resources in a socially and environmentally conscientious way.
- 6) We believe that technology can enable us to explore new artistic opportunities and to share our performances and creative learning work with as wide an audience as possible.

## Flexible Touring and Technical Roles: Role Description

<b>Job Role</b>	Self-Employed Freelance Touring Contracts
<b>Hours</b>	Agreed on a project-by-project basis. Likely to be equivalent to four touring days per month.
<b>Location</b>	<p>Scottish Ensemble's office at CCA, 350 Sauchiehall Street, Glasgow G2 3JD and all Scottish and UK touring locations.</p> <p>SE regularly performs in Scotland's Central Belt and across the Scottish Highlands &amp; Islands, as well as London and other UK cities.</p>
<b>Reports to</b>	Producer
<b>Key terms</b>	<ul style="list-style-type: none"> <li>• Daily rate of £135 (negotiable depending on experience) plus tour related travel expenses</li> <li>• Must have self-employed status</li> <li>• Must have valid UK driver's license</li> </ul>
<b>Role purpose and role dimension</b>	To provide freelance on-the-road project support, assisting project managers with the delivery of delegated production tasks, including stage management, equipment handling, set-up and maintenance, safe vehicle loading/unloading and van driving.
<b>Key external contacts</b>	<ul style="list-style-type: none"> <li>• Production companies and suppliers</li> <li>• Venues and production staff</li> <li>• Transport and other touring contacts</li> <li>• Creative Learning facilitators and freelance project staff</li> </ul>
<b>Key internal contacts</b>	<ul style="list-style-type: none"> <li>• General Manager</li> <li>• Producer</li> <li>• Creative Learning Manager</li> <li>• Development &amp; Projects Assistant</li> <li>• Scottish Ensemble musicians</li> </ul>

## Role Scope

Key Result Areas	Key Tasks
<b>Project Logistics/ Delivery</b>	<ul style="list-style-type: none"> <li>• Assist Project Managers with logistics and production tasks on all projects, including rehearsals, performances, digital work, and events and liaise with venue staff accordingly.</li> <li>• Drive hired tour vans and/or people carriers</li> <li>• Where relevant, organise equipment hires, inventories, collections and returns</li> <li>• Ensure hired vehicles, equipment and SE's store are kept clean and tidy and that all equipment is correctly stored and maintained.</li> <li>• Assist with venue get-ins and get-outs of all touring equipment as well as stage set-ups and strikes.</li> <li>• Attend production meetings as necessary.</li> <li>• Promote good H&amp;S practice and comply with SE's H&amp;S policy, procedures, and regulations at all times.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• This role could be suitable for someone with experience in audio-visual recording, sound/lx design and/or video editing, in which case duties would include supporting designers and engineers on relevant projects.</li> </ul>

## Person Specification

<b>Essential knowledge, skills and experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience in a relevant production or project assistance role – this could be within an arts organisation, charity or education setting, or any other relevant context</li> <li>• Stage management experience, ideally in a performing and/or touring context</li> <li>• Knowledge and experience of manual handling and safe loading of vehicles</li> <li>• Working knowledge of H&amp;S practice relevant to the role</li> <li>• Ability to follow stage plans and technical riders</li> </ul>
<b>Desirable knowledge, skills and experience</b>	<ul style="list-style-type: none"> <li>• Sound/lx rigging and set-up</li> <li>• Audio-visual streaming / engineering</li> <li>• Video editing</li> <li>• Ability to read music</li> <li>• Experience of driving for work</li> </ul>
<b>Desirable attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work and travel independently coupled with a strong collaborative team work ethic</li> <li>• Passion for music</li> </ul>
<b>Special conditions</b>	<ul style="list-style-type: none"> <li>• Applicants must be able to work and travel within the UK</li> <li>• Full, clean UK driver's license</li> </ul>

While the above specification represents our ideal mix of skills and experience for the role, we welcome applications from those meet a majority, but not all, of the skills/experience outlined.

## **How to apply**

To apply, send your CV, accompanied by a cover letter of no more than 1 page (saved as one document), outlining why you are interested in the available roles and how you meet our role requirements along with your current daily rate, to the address below by 5pm on Tuesday 19 July 2022.

As part of our commitment to a fair recruitment process we ask that you remove names of any educational establishments from your CV and cover letter. All applications will be anonymised before shortlisting occurs.

You may send a video or audio recording in place of a cover letter if you wish.

Short interviews will be held during the week beginning 25 July 2022.

Applications should be sent to: [monica.gowans@scottishensemble.co.uk](mailto:monica.gowans@scottishensemble.co.uk)

We also request that you complete our Equal Opportunities Monitoring Form – all data is gathered anonymously. This data helps us to reflect on whether our recruitment processes are attracting and reaching a diverse range of candidates, and adapt our processes and language accordingly.