

Theatrau Ffwrnes Lyric Glowyr  
Sir Gâr  
Carmarthenshire

# TECHNICAL APPRENTICE SCHEME INFO PACK

[TheatrauSirGar.co.uk](http://TheatrauSirGar.co.uk)

Cyngor Sir Gâr  
Carmarthenshire  
County Council



**Theatrau Sir Gâr (Carmarthenshire Theatres) are seeking a suitable candidate to take part in the Technical Apprentice Scheme being operated across Wales by the Wales Millennium Centre.**

Apprentices will receive one year of full-time, paid, employment. The successful candidate will be based within Theatrau Sir Gâr but will be employed by the Wales Millennium Centre.

Interviews will be held at Ffwrnes Theatre, Llanelli.

## Technical Apprentice Scheme 2024/25

The scheme is led by the Wales Millennium Centre in collaboration with other theatres across Wales and is intended to enable candidates to develop their existing skills in a real-world environment and prepare them for full-time employment in the theatre industry.

You will receive training and opportunities to develop your skills in technical theatre production, such as sound, lighting, and technical stage management. The apprenticeship is offered in conjunction with Cardiff & Vale College, where individuals will gain a Level 3 certification in Technical Theatre: Sound, Lighting and Stage.

The apprenticeship will begin in October 2024 and will last for 12-months with full-time, paid, employment. You will be based within Theatrau Sir Gâr's three venues in Llanelli, Carmarthen, and Ammanford, and you will be required to complete an induction week at the Wales Millennium Centre in Cardiff, with potentially other weeks located in Cardiff for industry training (accommodation in Cardiff can be provided). There may also be scope for apprentices to swap within partner venues from time to time, to broaden their experience.

For more about the Shared Apprentice Scheme visit <https://www.wmc.org.uk/en/what-we-do/careers-and-jobs/technical-apprenticeships>

## **Theatrau Sir Gâr**

Theatrau Sir Gâr is a collective of three performing arts venues within Carmarthenshire, these being The Ffwrnes in Llanelli; The Lyric in Carmarthen; and Theatr y Glowyr (The Miners') in Ammanford.

Our service is wholly managed and operated by Carmarthenshire County Council, as part of the Culture & Leisure service within the Communities division.

The Ffwrnes is the county's flagship performing arts venue and was opened in 2013 with a £15 million investment in the heart of Llanelli. It is one of Wales's newest and most modern theatres, and one of the nation's best technically equipped venues. The Lyric in Carmarthen and Theatr y Glowyr in Ammanford both have a rich heritage and history, are well-loved by their respective communities, and provide a varied theatre-going experience. With three very different venue serving the three principal towns in the county, this provides the flexibility to present a broad, diverse, and accessible programme for our audiences.

## **Wales Millennium Centre**

WMC is a home for the arts in Wales, and a cauldron of creativity for the nation. We fire imaginations by curating world-class, critically acclaimed touring productions, from musical theatre and comedy to dance, cabaret and an international festival. We kindle emerging talents with fresh, provocative, and popular pieces of our own, rooted in Welsh culture. And we ignite a passion for the arts in young people with life-changing learning experiences and chances to shine in the spotlight.

## Job Description

**Hours:** 35 hours per week including training and assessment days

**Salary:** £11,648.00 per annum (contracted by the Wales Millennium Centre)

**Location:** Based at the Ffwrnes Theatre, Llanelli (with a requirement to work across all three venues and county-wide as required)

**Start date:** 30<sup>th</sup> September 2024, fixed term for 12 months

**Application Closing date:** Sunday 14<sup>th</sup> July 2024

**Interviews:**, Tuesday 23<sup>rd</sup> of July 2024 at the Ffwrnes, Llanelli

## About the Role and Responsibilities

Backstage theatre technicians play a vital role in delivering live performances, ensuring each production is presented to the highest possible standard. The primary purpose of this role is to develop specialised and transferable skills in areas specific to stage craft, lighting, and sound for live entertainment for those at the start of their technical careers.

On a day-to-day basis you will report to the Facilities & Operations Manager and work under the Senior Technicians who will place you on several productions and projects for you to discover and develop your skills. You will also report to the Shared Apprentice & Training Coordinator, who oversees the apprentice programme to ensure that individuals hit their practical and assessment targets - created with their tutor from Cardiff & Vale College. The coordinator is also responsible for your professional training schedule which will include trips away from base.

You should expect to complete coursework, assessments, and training modules as part of your working day, and throughout the year you will undergo several written, oral, and practical assessments to obtain your Level 3 qualification in Technical Theatre.

# Key Responsibilities

Under the direction of Senior Technicians

1. To provide technical support to productions and other projects/events that Theatrau Sir Gâr hosts.
2. Supporting the department with fit-ups – lifting, rigging, focusing etc using tools and equipment for construction or maintenance.
3. Providing crew support on projects where necessary in areas such as stage craft, lighting, sound and flying. This will include -
  - The planning of lighting requirements for a production, set up and check, operating the lighting and follow spot for a live performance.
  - The planning of sound requirements for a production, set up and check, operating the sound and microphones for a live performance.
  - The planning of flying/stage requirements for a production, set up and check, assisting with flying/automation systems where appropriate.
4. Maintaining high standards in terms of housekeeping. Keeping working areas clear and fit for use.
5. Selecting and using safe systems of work for working at height.
6. To complete practical and theory assessment modules within agreed deadlines.

# Person Specification

## Essential

- An understanding of Technical Theatre and a proven interest in working backstage.
- Proof of working to deadlines in both a practical and theoretical sense.
- A strong awareness and understanding of Health & Safety – either generally or specifically to theatre.
- Ability and willingness to undertake academic learning and operating online portfolio's when gathering and uploading evidence for assessments.
- A positive and constructive attitude when liaising with colleagues and clients, showing leadership and flexibility in your approach to tasks.
- Taking the initiative and displaying poise when presented with challenges at work or college.
- Being accountable when managing your working week to complete modules to obtain your qualification.
- Showing good interpersonal and team-working skills whilst working within a large organisation with individuals from differing backgrounds, views and identities.
- Ability to work unsociable hours, including evenings, weekends, and Bank Holidays.
- Adhere to H&S policies connected with working backstage, including working at height, manual handling and working with electricity, as well as wearing the appropriate PPE where necessary.
- The ability to travel to Cardiff for training and to locations across Carmarthenshire.

## **Desirable**

- Previous experience of working in technical theatre (be it volunteering or on amateur/school/college productions).
- Knowledge of backstage areas and the equipment used.
- Computer literate, proof in working with Microsoft Office packages and online portfolios.
- The ability to communicate through the medium of Welsh
- Ability/willingness to working at height safely.



## Recruitment Process

Please follow the link below to fill out the application form:

<https://forms.gle/o34Rvq1Sxu2FTdJK9>

The application form will ask you to note your education and training history, and your work history. It will also ask you to include a short, written statement to outline the skills and experience that you have gained through paid and/or voluntary work and other activities and interests which are relevant to your application for this opportunity.

Your application is our first point of contact with you and will be our means of shortlisting candidates for interview. Please ensure all questions are answered clearly and succinctly but as fully as possible.

We strongly advise that you carefully read the role profile before you complete your application form. This document includes a detailed list of the duties for the role and the essential and desirable criteria we are looking for.

Please complete the application form thoroughly. Forms which are not thoroughly completed are not acceptable and you will be discounted from the shortlisting process.

Please do not send CVs by themselves in place of the application form. As part of our recruitment process, an application form needs to be completed. If you have any access needs or need assistance with the application form, please contact Rhian by emailing [RhianWynEvans@carmarthenshire.gov.uk](mailto:RhianWynEvans@carmarthenshire.gov.uk) or call 01554 744 405.

We expect you to provide evidence of your understanding of backstage technical theatre and what areas specifically is of interest to you and why. You will need to show that you are able to learn or display good interpersonal and communication skills, as you will be working within a large organisation with people from differing backgrounds, viewpoints, and identities. Finally, you ought to display evidence of a good attitude and willingness towards professional working, learning new skills, and progression of coursework.

For an informal discussion before applying, contact Rhian by emailing [RhianWynEvans@carmarthenshire.gov.uk](mailto:RhianWynEvans@carmarthenshire.gov.uk)

## Things to Consider

Applicants will need to be available for Induction Week in Cardiff on the **w/c September 30th**.

The working hours of an apprentice slightly vary from week-to-week, it really depends on the demands of the production they are working on. We must highlight **that this is not a 9 to 5 role**, therefore we encourage applicants to really think hard about whether this type of work is suitable for them should this be of conflict. We also encourage you to think about your travelling arrangements and whether it is feasible/viable for you at this point.

### Getting to work

Like any role, you need to think about getting to and from work. Theatrau Sir Gâr have venues in Carmarthen, Llanelli, and Ammanford. There are train and bus station in all three towns. Please be mindful that public transport may not be as regular as it is in major cities. If you're working late into the night and relying on public transport, you'll need to plan how you travel. You'll also need to consider how long it will take as well as how much it will cost you.

### Being organised

In addition to your role, you will also need to complete some practical assessments which are essential to the apprenticeship. You cannot complete the apprenticeship and gain certification without them.

We expect you to be fully committed to every aspect of the programme, show willing at all tasks and to manage your deadlines. Failure is all part of the learning process but it's how you react to that which is important, but rest assured - you will have a strong support network behind you.

### Who can apply?

Anyone **18 or over** can apply.

There are no minimum qualifications, but we strongly encourage those without formal education to apply. If you do not have a C grade or above in Maths and English at GCSE level, you will have to undergo additional courses to obtain a Maths and/or English qualification.

If you already have a grade C or above at GSCE you will not need to undergo these courses.

This programme is not suitable for anyone still studying so if you're part way through a course and would need to return to studying after the apprenticeship, you are not eligible.

This placement can't be undertaken as a work placement as part of your course.