

# SOUTHBANK CENTRE

## Southbank Centre Technical Academy guidance, registration information and FAQs



### What is the Technical Academy?

The Southbank Centre, in partnership with a wider group of sector organisations, is launching this innovative new scheme to unlock hidden opportunities in technical roles and encourage new people – especially those from under-represented communities – to gain valuable experience in technical production.

Launching in March 2024, the Technical Academy scheme will introduce 25 participants to the skills needed to work in the creative technical production industry.

The programme welcomes participants into a supportive environment with inspirational tutors and a peer network who support in the development of technical and employability skills.

### What does it involve?

Over three weeks, participants gain:

- An introduction to technical production in arts and cultural venues in London
- An introduction to lighting, sound and audiovisual production
- Knowledge about the basics of health and safety and risk management
- Experience working as part of a crew and solving problems together
- Skills to support on setting up and packing down different kinds of events
- An introduction to stage and technical theatre and what's out there if you want to do more training

- An understanding of how to find work and careers in the Production industry - as employed members of staff, as freelancers and doing casual work.

Many of the entry-level roles in the creative technical industry include a degree of physical and manual labour. Some of the tasks that participants may be required to do will include:

- Manual handling: lifting, pushing and moving equipment, rigging and building staging and structures
- Rigging and focusing lighting, sound and audiovisual equipment
- Operating lighting and sound desks
- Setting up backline equipment such as microphones, pianos, drum kits, amplifiers and music stands
- Setting up orchestra risers and staging
- Hanging projection screens

The programme is delivered by leading practitioners, with guest tutors and specialists from across the creative technical industry.

If you would like to apply but need adjustments to support you taking part, please contact [hrteam@southbankcentre.co.uk](mailto:hrteam@southbankcentre.co.uk) to discuss your access needs in more detail.

## **Who is it for?**

We are recruiting 25 participants for the Technical Academy, who:

- are aged 18 or over
- live in Greater London or its surrounding counties (within London fare zones 1 – 6)
- have little to no experience of the creative technical industries.

We welcome all those who fulfil the above criteria to apply, and particularly encourage applications from people who identify as female or non-binary, Black, Asian or Ethnically Diverse.

## **Experience and qualifications**

You do not need to have any qualifications or work experience to take part in the Technical Academy.

We have designed the programme for people with little to no hands-on experience of the creative technical industries. The programme provides entry-level training as a potential pathway into this career or further training in a related field, with the course delivered to a Level 3 IATE & ABTT bronze award standard (but not formally accredited).

## **When and where is it happening?**

The Technical Academy programme takes place mainly at the Southbank Centre, but participants may be asked to undertake trips and training sessions with other partnering arts venues, company warehouses and technical institutions as part of the programme.

The Technical Academy programme takes place on the following dates\*:

Monday 11 – Friday 15 March 2024, 10am– 5pm

Monday 18 – Friday 22 March 2024, 10am– 5pm

Monday 25 – Friday 29 March 2024, 10am– 5pm

\* We may also include some evening or weekend activities as opportunities present themselves, for example, assisting on a show or event, or touring a partnering venue. We will notify successful applicants of the schedule in advance for any extra activities.

## **How will the Southbank Centre support me to participate in this course?**

### **Financial support**

The Technical Academy is a fully funded programme. The online registration form asks some questions that will help us to understand applicants' current financial situation. We are aware that many entry-level students or professionals may face financial challenges that prevent them from being able to take their training further. We want to make sure that this programme supports people financially whilst they commit to an intensive training opportunity. We ask this question not to be intrusive, but to ensure places are given to those participants we most need to reach, and who have been previously under-represented in technical roles and have faced disproportionate barriers to their career progression.

A grant of **£1,578** is available to all successful applicants to enable participation in the course. This will be paid in instalments. We can agree suitable payment dates with you before the course starts. Food and refreshments will be provided at the course venues.

### **Travel support will be also provided and will consist of:**

- A daily Oyster travel card (for zones 1 – 6) within Greater London.

### **All equipment and materials will be provided, including:**

- Tools and Personal Protective Equipment (boots, gloves, goggles, hard hat and hi-vis jackets)

## **What happens at the end of the Technical Academy?**

At the end of the three-week-long Technical Academy programme, all participants are guaranteed an interview with a relevant crewing or creative company.

We hope to offer those that would like to go on to pursue a role in this industry some paid work opportunities and signposting to further training opportunities and routes into a specialism within the industry.

## **How do I get involved?**

Please read the below notes in full before proceeding to our [online registration](#).

**The deadline for applications is 11.59pm, Sunday 28th January 2024.**

If you have any general questions about the Technical Academy programme, please contact [emergingartists@southbankcentre.co.uk](mailto:emergingartists@southbankcentre.co.uk) and one of the team will be happy to respond.

### **Access**

If you would like to apply but have any questions or concerns, specific access needs, or have difficulty managing an online application form and associated technology, please contact [hrteam@southbankcentre.co.uk](mailto:hrteam@southbankcentre.co.uk) to discuss alternative application methods (for example video or audio applications, or a Word document).

Alternatively, check [jobseekersupport.jobtrain.co.uk/support/home](http://jobseekersupport.jobtrain.co.uk/support/home) for online support with your application.

### **Want to talk it through?**

If you have any questions, you can [sign up to our Zoom information sessions](#) on either 13 December 5pm or 10th January 1pm.

### **Recorded answers**

For some of the questions, you will have the option to either write out your answers or record them on an audio device.

If you choose to record your answers, you will need to store the file on a cloud storage site of your choice, and generate a URL link that you can enter into the form. Once you have recorded your answer, please save the recording and upload your file to a cloud storage site, for example: Google Drive, Dropbox, iCloud, Mega, OneDrive, Box.

Once your file is uploaded, click on the file and select 'share'. You will then be able to copy a URL link to the shared file and insert this in the application form as the answer to your question.

Make sure that the sharing permissions for your file are set to allow anyone with the link to view the file.

If you are unsure how to share URL links, please email [emergingartists@southbankcentre.co.uk](mailto:emergingartists@southbankcentre.co.uk)

### **The application process**

Please [complete our online application form](#). Follow the steps to sign in and set up your account.

You will be asked to share your contact information and answer some questions to help us find out more about you.

We have provided the questions below, so you can reflect on these ahead of submitting

your information. If you complete your form part-way through, this is fine – you can save the form and come back to it again later. You may want to allow plenty of time to complete the process so that your application form reflects you well.

Please answer all questions as clearly as you can, giving examples and specifics where it will help to build a picture for the selection team. If you need any further support, please email [emergingartists@southbankcentre.co.uk](mailto:emergingartists@southbankcentre.co.uk) and one of the team will be happy to respond.

### **How to fill in the online application form:**

#### **1. Contact information:**

Your name, preferred pronouns, contact details, address, phone number, email address and date of birth.

#### **2. Previous experience (if any) in lighting, sound or audiovisuals.**

**3. An indication of the highest level of education that you have completed** (this will be from a dropdown list and not go into specific subjects).

#### **4. More about you:**

We will ask you to answer a few questions to find out

- 1) Why you are applying for the Technical Academy, and what excites you the most about being part of this programme
- 2) About a team project you have been involved in, and what part you played.
- 3) What you're hoping to achieve next in your career and professional development, and how you think the Technical Academy can help you achieve your goals and ambitions.

#### **5. Employment status – are you currently working?**

**6. A question about your annual income to help us understand who will most benefit from the funded places.**

#### **7. How you heard about the Technical Academy.**

### **Equal Opportunities Monitoring Form**

We will also ask you to fill in an (optional) anonymised Equal Opportunities Monitoring Form. You are under no obligation to complete the survey if you do not want to. Participation is entirely voluntary and it is entirely your choice whether or not to complete all or any part of this survey. The information on the Equal Opportunities Monitoring Form will not be seen by those involved in the selection process, and no information will be published or used in any way which allows you to be identified. If you choose to fill in this form, your answers will provide us with valuable data and information to help us to work towards our goal of increased representation, engagement and reflection of the communities we serve.

The information provided will be kept confidential by the Southbank Centre and will be used for reporting purposes only for the Southbank Centre and its partners. Our full Privacy Statement can be found [here](#).

**Safeguarding**

The Southbank Centre has a [safeguarding policy](#) for children and vulnerable adults and a Code of Conduct – where every measure will be taken to ensure the safety of participants.

**Privacy policy**

The Southbank Centre is committed to protecting your privacy. We will use the information that we collect about you in accordance with our [privacy policy](#).