

SET A/V TECHNICIAN JOB PACK

Closing date:
Sunday, 25 October 2026

Reg charity no. 1170903



Install shot of SET 91's inaugural exhibition, *Scaffolds*. Photo by Dominique Croshaw.

HOW TO APPLY

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HOW TO APPLY

Please submit:

1. A **cover letter** explaining your interest in the role and why you'd like to work at SET (no more than one page of A4)
2. Your **CV with two referees** (no more than two pages of A4).
3. The anonymous equal opportunities monitoring form.
4. Please email these documents to **work@setspace.uk**

The closing date for applications is **Sunday 25 October, 23:59pm**. Applications received after this time will not be considered.

Interviews are expected to take place on Tuesday 27 October.

Please note: References from previous employers will only be contacted after a job offer. If there are valid reasons for this not to be possible, please mention this on your application.

If you need to submit your application in a different format or require any other reasonable adjustments, please contact the same email above.



View of the 3-screen installation *The School of Mutants* by Stéphane VerletBottéro and Hamedine Kane, SET X Sheffield DocFest, SET Vault in SET Woolwich, January 2022.



Julie Demont performing during Opening Night of *Monique Négligée* at SET 91. Photo by Giorgia Galantino, February 2026.

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ABOUT SET

SET is a contemporary arts organisation and registered charity that transforms vacant buildings across London into spaces for eclectic, experimental culture, collective making, and community.

Founded by three artists in 2016, SET has grown into a series of city-wide centres, shaped and sustained by the communities who inhabit them. Everyone who contributes to SET – Associate Studio Members, the team, local artists and residents – is part of what SET is and does.

PUBLIC PROGRAMME

At the heart of SET is a year-round public programme, co-created with our members and the wider public. Here, day and night culture meet through exhibitions, performances, residencies, workshops, talks, film, live music, DJ sets, literature, social projects, and activism.

The programme provides a platform for artists at all stages, particularly those early and mid-career, while championing experimental, underrepresented, and boundary-pushing work.



SET Lewisham, Open Studios 2025, Look At This If You Love Me, exhibition. Image taken by Dominique Croshaw.

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STUDIOS AND SPACES

SET offers some of London's most affordable studios, and has supported over 1,000 artists across its centres. Members get access to project spaces and workshop areas, and can take part in the Associate Members' Programme, which helps them develop and present new work.

We support artists across a wide range of disciplines, from performance and installation to music, sound, print, textiles, and more. All income from studios is reinvested into operations and programming, ensuring long-term affordability and stability for artists to sustain their practice.

Alongside studios, some of our centres are multi-purpose, including:

- SET Social, our arts and social members club
- SET 91, our first in-house curated gallery
- SET Ceramics, offering studios with educational courses

These venues host most of our programme, connecting artists and audiences for collaboration and shared experiences.

ADVOCACY

Beyond providing studios and programming, SET also advocates for artists and communities across the city.



SET Ealing Open Studios 2024. Image taken by Dominique Croshaw.

In partnership with cultural organisations and London's Affordable Artists' Studio Network (LAASN), we work to safeguard affordable space and widen access to the arts.

As a registered charity, SET's purpose is the advancement of the arts for public benefit. We do this by supporting grassroots artistic production, nurturing artists' communities, and keeping space for culture open and alive for everyone.



LAASN



Artist and Associate Member, Neequaye Dreph Dsane in their workspace, Open Studios September 2021. Photo by Sophie le Roux.

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EQUITY, DIVERSITY AND INCLUSION

With an inclusive ethos always, SET actively encourages applications from all sections of the community, particularly from people whose backgrounds are underrepresented across the arts and charity sectors. This includes people from low-income backgrounds, people from Black, Asian and ethnically diverse backgrounds, and disabled people.

As an employer participating in the government-backed Disability Confident scheme, we are committed to offering an interview to disabled applicants who meet the minimum essential criteria for the role.

We are dedicated to achieving diversity across our staff, board, programmes and audiences, so that our organisation better reflects the society we serve.

We aim to create a working environment that challenges dominant narratives, structures and practices, placing diversity and inclusion at the centre of our charity's work. We strive to be fully inclusive and to proactively counter discrimination.

In line with the Equality Act's provisions on positive action, when known, if two or more candidates are of equal merit after interview, we may select a candidate from a group that is underrepresented within our workforce.



SET Social, May 2024.



SET Social Community Garden.

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WHY WORK AT SET

Flexible or hybrid
working when
appropriate

20 days' holiday
+ 8 bank holidays
+ paid Christmas
closure

Free SET Social
membership

Free access to
most SET events

Support for
staff creative
projects

Optional
discounted
studio space
after 1 year

Paid lunch
break



SET Studio Prize Winner, Monna Cordes' dance performance at SET's 5th Birthday Party in September 2021. Photo by Sophie le Roux.

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JOB ROLE

Job Title: A/V Technician

Contract: Permanent

Hours: Part-time: 2 days per week to start, weekend work may be required.

Salary: £25,000–£30,000 FTE, Pro-Rata based on number of days to start

Pension: 3% employer contribution.

Probation: 3-month probationary period, after which the contract may be terminated by either party with one month's notice.

Reports to: Head of Venues

Location: SET Social in Peckham, SET Vauxhall and soon to be SET Walthamstow.

Additional: Quarterly line manager meetings and six-monthly project reviews to discuss progress, address issues, seek guidance, and review objectives.



Members of SET Kensington, 2023

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JOB ROLE

SET is seeking an experienced A/V Technician to deliver hands-on technical support across our community spaces, with an initial focus on SET Social.

You will set up, operate and maintain sound, projection and basic lighting for our public programme and venue hires, including performances, screenings, djs, weddings and shoots. Working closely with the Head of Venues, you will improve existing equipment and develop practical, affordable systems for additional venues as opportunities arise. Our priority is reliable, good-quality setups suited to each space and straightforward for venue staff to use.

Occasional evening and weekend shifts will normally form part of contracted hours, with daytime hours adjusted accordingly. Additional hours will be agreed in advance and compensated through payment or equivalent time off in lieu. Hours may increase towards full-time as venue requirements develop, by mutual agreement.



Opening Night of *Illuminations* at SET 91 Gallery. Photo by Dominique Croshaw.

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KEY TASKS AND RESPONSIBILITIES

Events and Technical Delivery

- Set up, operate and pack down sound, projection and basic lighting for SET's programme and venue hires, including live music, DJ events, performances, talks and screenings.
- Liaise with artists, programmers and hirers to review technical requirements, agree suitable setups and identify any additional equipment needed.
- Conduct soundchecks, technical rehearsals and equipment checks, and troubleshoot issues before and during events.
- Deliver digital projection and playback for screenings and film festivals, checking media in advance for compatibility, image quality and sound.

Staff Support and Safe Working

- Create clearly labelled, straightforward systems, with concise setup, troubleshooting and shutdown guides for duty managers and other venue staff.
- Train staff to operate routine setups confidently and recognise when specialist technical support is needed.
- Assess technical power requirements, contribute to risk assessments and maintain safe practices for cabling, equipment and installations. Arrange qualified specialists for electrical or other work outside your competence.
- Work collaboratively with colleagues, artists and hirers in accordance with SET's policies, inclusive ethos and agreed venue operating requirements.

Equipment and Venue Systems

- Assess existing A/V provision at SET Social and recommend practical repairs, upgrades and improvements within agreed budgets.
- Evaluate and configure sound systems to suit each room and event, considering sound quality, coverage, acoustics and noise-management requirements.
- Plan, install, configure and test proportionate sound, projection and basic lighting systems for other SET venues as required.
- Source equipment, parts and rentals; compare quotes; and advise on whether to purchase, hire, repair or replace equipment.
- Carry out routine testing, maintenance and fault-finding, arranging specialist repairs where necessary.
- Maintain equipment inventories and service records, and organise safe storage and movement of equipment between venues.



SET Film Festival 2023 at SET Social Peckham. Image taken by Dominique Croshaw, November 2023.

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PERSON SPECIFICATION

Essential knowledge and experience

- 3+ years hands-on A/V experience in venues, arts organisations, festivals or comparable live-event settings.
- Strong practical knowledge of sound-system selection, connection, configuration and operation, with the ability to judge what is appropriate for a particular space.
- Experience delivering digital screenings, including projection, video playback and associated sound.
- Working knowledge of basic event lighting, electrical loads, power distribution and technical safety.
- Experience sourcing, installing, testing, maintaining and troubleshooting A/V equipment.

Desirable

- Experience working in temporary venues or buildings not originally designed for events.
- Knowledge of acoustic treatment, sound limiting or noise management.
- Some familiarity with 35mm film projection and its technical requirements; practical operating experience is not required
- Relevant technical safety training or experience supporting exhibitions and experimental installations.

Essential skills

- Confidence working independently and taking responsibility for technical delivery from preparation through to completion.
- A practical, resourceful approach to modest budgets and spaces with differing technical needs.
- The ability to prioritise work and solve problems calmly during live events.
- Clear communication with artists, hirers and colleagues, including explaining technical systems to non-specialist staff.
- Good organisational skills, including managing equipment records, quotes and schedules.
- An understanding of community-led arts spaces, a commitment to SET's inclusive ethos and availability for agreed evening and weekend work.

CONTACT INFORMATION

SOCIAL MEDIA



@setsetsetsetsetset

@set.social.peckham

@set91set

@setceramicset

@set.filmfestival



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THANK YOU FOR YOUR
INTEREST IN SET!

Performance by Leila Arenou, Ola Hincapié & Kristina May, SET Woolwich Open Studios, photographer Briony Mitchell, May 2023.