

Job Description

Job Title	Venue Technician
Grade	Band E
Reporting To	Technical Manager
JD Ref	CS&CE0011G

Purpose

This is a key role in the delivery of the venue and holds high risk areas with regards health and safety, involving the responsibility of looking after the venue and IT equipment including providing support and equipment for all events that take place,

With exceptional customer skills including the ability to react to customer requests in high pressure situations and the ability to help plan events that maximise income and retain high standards, organisation and planning is essential as to ensure a smooth delivery of services.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

Technician duties & responsibilities:

- Provide and ensure all records relating to the Technical Equipment of the building are up to date and maintained in accordance with Council Procedures.
- Plan event budgets and advise customers of internal/external hire charges, ensuring the Floral Pavilions income is maximised.
- Provide backstage staff with support for all events so to ensure full compliance and efficient spending on resources.

Communication and Engagement:

- Liaise with the event coordinators to ensure all events meet the required income target and provided an efficient cost-effective service.
- Translate customer requests into full technical targets and ensure all staff are briefed accordingly.

Data Analysis and Decision-Making:

- Assist the Technical Manager in providing information to decide on the future contract agreements and hire arrangements of the venue.

- Responsible for the monitoring and control of all budgets associated with the Technical Team ensuring the provision of all technical services required as directed by the Technical Manager in line with Standing Orders.
- Procure the services of technical contractors or freelance staff and equipment when required and ensure effective supervision of contracted staff and work placements in line with current legislation.
- Make rapid decisions in high pressure, time sensitive deadline situations on an array of issues and report results to the Technical Manager.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Assist the Technical Manager to undertake and revise all risk assessments.
- Ability to manage staff and the manual handling procedures ensuring compliance with Health and Safety Regulations.
- Responsible for the building and its patrons whilst acting as Duty Manager for events with responsibility for Health and Safety and the procedures surrounding it such as Fire Evacuation.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- NVQ 3 or equivalent in a relevant area of work.
- IOSH managing health and safety.
- *Desirable - A degree or similar level qualification in Theatre Technical Studies.*
- *Desirable - Intelligent lighting qualification.*
- *Desirable - Fire marshal training.*
- *Desirable - Manual handling training.*

Knowledge & Skills

- Excellent communications skills.
- Excellent organisation and mathematical/numeracy skills.
- Ability to carry out risk assessments and manage health and safety on site.
- Ability to work in a variety of role including lighting, sound, stage management and other such disciplines.
- *Desirable – Excellent LX programming and design skills.*
- *Desirable – Excellent Sound programming and design skills.*

Experience

- Working in a private and public sector organisation in a similar role.
- Experience of managing a production team in a receiving venue.
- A variety of lighting and sound designs in an installation setting.
- Writing risk assessments.



- Handling budgets relating to performances.
- *Desirable – Understanding of D&B Systems and line arrays.*
- *Desirable – Understanding of complex lighting systems and networking.*
- *Desirable – Ability to manage a large amount of equipment around a complex.*
- *Desirable – Knowledge of Hog lighting desks.*
- *Desirable – Knowledge of Yamaha Sound desks.*

Additional Information

- Expected to work from a fixed location (subject to change).
- A large part of this role will involve evening, weekend and unsociable hours, adopting a flexible working approach in response to business requirements.
- Annualised hours-based working.
- This role requires being on call for the alarm systems in place at service facilities.

Health & Safety Considerations:

- Moving or handling heavy loads
- Working shifts
- Working nights
- Working with skin irritants /sensitisers
- Working with chemicals (industrial or cleaning)
- Working in a confined space

Approved By: David MacKenzie – Theatre, Catering & Hospitality Manager

Date Of Approval: 04/10/2018

