



## Job Description

Job title	Casual Technician	Hours	Casual contract - combination of day, evening & weekend shifts
Department	Arts and Cultural Services	Salary	SK4 (currently £12.84 per hour plus £1.54 per hour rolled up holiday pay)
Location	Stamford Arts Centre	Contract	Casual

### Main Job Purpose

To support the Technical team with all aspects of technical duties such as operating lighting, sound and other systems, to rig and focus lighting, prepare and project films and do get-ins and get-outs with touring companies as required, supporting live events and film projection.

To support and assist in the delivery of the programme of events to support the Cultural Strategy.

This role is not politically restricted.

### Main Statement of Responsibilities

- To undertake/assist with all duties associated with the technical aspect of theatre
- Support the operation of all lighting, sound and other systems as required
- Attend fit ups, technical and dress rehearsals as required
- Set up in-house P.A. system for ballroom events
- Rig and focus lighting
- Ensure the deployment and safe use of equipment, sets and properties to current health and safety regulations, and in accordance with venue risk assessments
- Ensure that the equipment and systems are correctly used by staff for incoming companies
- Assist with maintenance and servicing of equipment.
- Undertake get-ins and get-outs for both professional and amateur companies visiting
- To undertake duties with film projection
- Assist with receipt, preparation, screening and subsequent dispatch of digital cinema films, trailers and adverts
- Set up, test and screen live satellite broadcasts
- Ensure all projection is carried out to the agreed standards of both Technical and Arts Centre Management

### Core values

**Our vision is to “be the best district in which to live, work, and visit.” To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.**

They focus attention on six areas:

#### Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council’s operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident’s trust.



### Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

### Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

### Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

### Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

### Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



### Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

### Person Specification

#### Relevant Experience, Skills and Knowledge

##### Essential

- Able to undertake manual handling of furniture and equipment
- Ability to respond to call out within specified time period
- Previous experience in a customer orientated environment
- Flexibility in terms of hours and duties
- Good IT skills

##### Desirable

- Knowledge of health and safety legislation and guidance
- Previous experience of work in a similar role



- Awareness of evacuation procedures in a customer-oriented organisation

### **Relevant Qualifications**

#### **Essential**

- Current full driving license or the ability to make suitable travel arrangements
- Become a Qualified First Aider and Fire Marshall

#### **Desirable**

- Willingness to undertake further training

### **Communication and Interpersonal Skills**

#### **Essential**

- Effective communication skills
- Good interpersonal skills
- Effective customer care skills
- Effective organisational skills
- Ability to work on own initiative