



JOB DESCRIPTION & PERSON SPECIFICATION

SERVICE AREA:	Cultural Services	POSITION NO:
SECTION:	Theatres and Halls	GRADE: BECTU 3
JOB TITLE:	Venue Technician	DATE PREPARED: 04.05.17
EVALUATION DATE:	n/a	JE NUMBER: HCL080

DIGNITY AT WORK: To show, at all times, a personal commitment to Looked after Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Company's Equal Opportunities in Employment Policy.

PURPOSE:

To assist, as part of a team, in the efficient and effective provision of venue, stage, LX and technical support for all relevant aspects of the technical, production, room space and event activities within Theatre and Halls.

To prepare, set up and maintain relevant venue and performance spaces in good working order and in line with agreed procedures and crew on all events during set-up, get-ins, fit-ups, rigging, flying and get-outs and operate during rehearsals and performances as required.

To ensure compliance with relevant Health and Safety Legislation and Licensing and the provision of excellent customer care and support to all visiting companies and clients.

To safely prepare, operate and maintain theatre technical equipment, together with that of visiting companies to the Theatres and Halls venues.

PRINCIPAL ACCOUNTABILITIES:

Please note decision making must be included within the Principal Accountabilities

1.	Work as part of a team in effectively delivering all venue, room space and technical requirements relating to busy receiving and multi-purpose venues including venue set-up, lighting, sound, audio-visual, technical staging, rigging, flying and event requirements ensuring all necessary resources and equipment are in place and effective, safe service delivery.
2.	Physically undertake venue and room space set-up, technical support and crewing on all events during set-ups, get-ins, fit-ups, and get-outs and to crew and operate during rehearsals and performances as required.
3.	Assist in maintaining the inventory for the Technical Unit, recording and controlling the use of Company equipment by hirers/clients.
4.	Assist in the efficient operation and administration of the venues equipment hire scheme ensuring that the approved equipment hire procedures are adhered to.

5.	Contribute to the maintenance and security of general building, in-house technical, stage and venue equipment by undertaking regular maintenance, installation and testing of equipment as directed, ensuring facilities and equipment are maintained to the highest standards
6.	Assist in contributing to health and safety inspections, risk assessments and evacuations ensuring records and procedures are kept up to date to ensure the venues, facilities and staff are compliant with all current legislation and best working practices.
7.	Supervise casual, freelance and volunteer staff as required and oversee visiting companies, contractors and hirers, ensuring facilities are used effectively and safely.
8.	Assist in maintaining adequate stocks of venue and technical equipment spares and consumables in accordance with the Theatres and Halls stock control system.
9.	Safely prepare, operate and maintain Theatres and Halls technical supplies and equipment together with that of touring companies' equipment brought into the venues.
10.	As directed work in compliance within the Company's and Theatres and Halls Service health and safety policies and procedures and relevant legislation and licensing requirements at all times.
11.	Provide technical assistance and advice to hirers, promoters and incoming production staff and attend site meetings as appropriate in order to provide the best possible service.
13.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on Hull City Council, as your employer and you as an employee of the council. In addition to the Council's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the Council's Corporate H&S policy.

GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the Company are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the Company.

DIMENSIONS:

All sections should be completed – if there aren't any state 'none'

1. Responsibility for Staff:

Supervisory responsibility for designated staff within the Venues and Technical team - casuals, volunteers and work experience students.

2. Responsibility for Customers/Clients:

Effective interactions and excellent levels of customer care and safety with internal and external customers, clients, artists, agents, and organisations – over 500 events are held annually within Theatres and Halls.

3. Responsibility for Budgets:

No direct responsibility for budgets; works within specified budgets.

4. Responsibility for Physical Resources:

Facilities and plant within the Theatres and Halls services including buildings, plant, equipment, portable equipment and IT systems – shared.

Key-holder – shared.

WORKING RELATIONSHIPS:

All sections should be completed – if there aren't any state 'none'

1. Within Service Area/Section:

Maintain collaborative and operational relationships with all staff within Theatre and Halls to ensure all customer/client requests and services are co-ordinated and to the highest standards possible.

2. With Any Other Service Areas

Maintains collaborative relationships with other services areas as appropriate to ensure the effective and safe operation of the venues and technical function.

3. With External Bodies to the Company

Liaises with artists, agents, clients, customers and organisations as appropriate for the effective delivery of productions and events

Liaises with external organisations as appropriate to maintain effective service provision.

ORGANISATION CHART: Technical

Immediate Line Manager

Deputy Stage Manager
Deputy Chief Electrician

Other jobs (peers) that report to
immediate line manager

None

This Position

Venue Technicians

Direct reports

None

	Tick relevant level for each category						Supporting Information (if applicable)
		Not applicable	Low	Moderate	High	Very High	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).					√		N/A Lifting and moving of equipment including stage equipment and scenery. Working at heights. Carrying out health and safety inspections and assisting in preparing areas for activity.
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).					√		N/A Unsociable hours and late night working. Exposure to noise during some entertainment events, as above, working at height, increased temperature, etc.
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.			√				Meeting production and event deadlines.

		Tick relevant column		List code/s*
		Essential	Desirable	How identified
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. <i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring</i>				
1. Qualifications:				
	Relevant technical qualification or demonstrable practical experience in entertainment and theatres technical provision in at least two of the following: lighting, sound, audio-visual, stage and venue fit-up, rigging, flying and counterweight flying systems	√		AF/QC
	Evidence of continued vocational training relevant to theatres and entertainments technical provision	√		AF/QC
	Literate and numerate	√		AF/QC
	Portable Appliance Testing		√	AF/QC

		Tick relevant column		List code/s*
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2.	Relevant Experience:			
	Experience of undertaking maintenance and usage of various technical equipment, resources and facilities.	√		AF/I
	Demonstrable practical experience of technical work in a large scale theatrical and multi-purpose entertainments venue in at least two of the following areas: lighting, sound, audio-visual, stage and venue fit-up, rigging, flying and counterweight flying systems	√		AF/I
	Experience of crewing on fit-ups, shows and get-outs	√		AF/I
	Experience of liaising as required with visiting companies and clients regarding technical requirements for their productions.	√		AF/I
	Experience of assisting in contributing to risk assessments and health and safety inspections	√		AF/I
	Experience in the maintenance and troubleshooting of theatrical and entertainment technical systems.	√		AF/I
	Film Projection		√	AF/I
	Basic supervisory experience		√	AF/I
3.	Skills (including thinking challenge/mental demands):			
	An understanding of technical theatre disciplines including at least two of the following: - lighting, sound, audio-visual, counterweight flying systems, rigging and stage and fit-up management.	√		AF/I
	Good problem solving and fault finding skills	√		AF/I
	Proven track record of supervising others as well as working on own initiative to ensure the success of productions and events.		√	AF/I AF/I
	Ability to work effectively within an ever changing workload and to non-negotiable deadlines		√	AF/I
	Joinery/set construction skills		√	AF/I
	Computer literate to include the ability to use the Microsoft Office Package including word processing and spreadsheets.	√		AF/I
	Ability to use the Artifax Event Management System		√	AF/I
	Good interpersonal and team-working skills to ensure the success of the productions and events.	√		AF/I
	Ability to work effectively work within procedures to reduce operational and health and safety risks.	√		AF/I
4.	Knowledge:			
	Working knowledge of health and safety policies and procedures and relevant legislation including licensing laws and Risk Assessments relevant to the entertainment and theatres industries.	√		AF/I
	An understanding of basic theatre technology and current performance related practice	√		AF/I

		Tick relevant column		List code/s*
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	Possess skills and practical knowledge to provide support to technical operations within multi-purpose entertainment and theatres venues.	√		AF/I
	Political awareness and understanding of local government structures, policy and practice.		√	AF/I
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Ability to communicate effectively with a variety of people at all levels	√		AF/I
	Self-motivated and able to work on own initiative and part of a team with a can-do and flexible attitude to work.	√		AF/I
	Good interpersonal skills in dealing with customers, clients, visiting companies and partners with a positive and friendly attitude and flexible approach.	√		AF/I
	Ability to meet deadlines and work within an ever changing environment	√		AF/I
	Written Skills			
	Ability to prepare accurate written communication and records	√		AF/I
	Basic ability to understand show riders, event information etc.	√		AF/I
6.	Other:			
	If there aren't any state 'none'			
	Ability to work flexibly and willingness to work unsocial hours including evenings and weekends on a regular basis.	√		AF/I
	Able to lift objects and work at heights.	√		AF/I
The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.				
7.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the Company obtaining a satisfactory Disclosure from the Disclosure & Barring Service (if ticked as an essential requirement).		N/A	DBS Disclosure
	If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.		N/A	AF(after short listing)
	If the post-holder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A	AF(after short listing)