

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Technician	<b>REFERENCE:</b>	TC0425
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### **OVERALL PURPOSE OF THE ROLE:**

To provide technical support, setting up and operating lighting, sound and AV equipment for a range of live events, including music, theatre, comedy and festivals. The Technician is part of a highly experienced and professional in-house team, providing calm, reliable support for artists, audiences and colleagues across the venue.

### **MAIN TASKS**

**The role holder is required to:**

#### **Events**

1. To assist with and operate technical and production equipment for events presented by Brewery Arts, operating lighting, Sound and AV equipment (ETC, Avolites, Allen & Heath, Qlab).
2. To maintain safe working practices and a safe, professional environment at all times.
3. Follow Health & Safety procedures and communicate procedures to incoming artists.
4. Assist with Site duties that relate to events. Eg Car Park reservation, room set up and building temporary structures such as outdoor staging.

#### **Equipment & Venue**

6. Assist with the Technical and Production department's maintenance e.g. PAT testing, Emergency light testing and CCTV system.
7. Assist colleagues across the venue and offices with general IT equipment support.
8. General housekeeping in all working areas.
9. Room set ups for events, hires & meetings.
10. Building stages & rigging technical equipment.

#### **General**

10. Attend meetings when required.
11. Undertake relevant technical and Health and Safety training.
12. Deputise for the Technical Manager and Head of Production & Property when required.

This list is not exhaustive. The organisation may evolve, and your duties may be amended. There may also be occasions where you are required to undertake additional tasks as necessary to meet the needs of the business.

# PERSON SPECIFICATION

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We welcome and encourage applications from anyone who can demonstrate how they meet the criteria for the role. We especially welcome and encourage applications from people with backgrounds currently underrepresented in our organisation, particularly those who are Black, Brown or minoritised, who are LGBTQ+, or who are disabled. If you would like the selection panel to know you are from a background currently underrepresented at Brewery Arts, please tell us in your Personal Statement in the Job Application Form.

<b>QUALIFICATIONS &amp; WORK EXPERIENCE</b>	
• Level 3 in Technical Theatre & Event Technology (or equivalent) or at least 2/3 years relevant experience	• Essential
• Working knowledge of backstage crafts	• Essential
• Specialist knowledge in the following areas lighting, sound and video	• Essential
• Experience of working in a customer focused environment with responsibility for delivering excellent customer service	• Essential
• Experience of working in an arts environment	• Desirable
• Experience in set design and construction	• Desirable
<b>SKILLS</b>	
• Excellent communication skills	• Essential
• Competent in the use of Microsoft Office Word, Excel and Outlook	• Essential
<b>PERSONAL QUALITIES</b>	
• Friendly and approachable manner with a commitment to providing the highest standards of customer service, both internally and externally	• Essential
• Commitment to personal and professional development with a willingness to learn new skills.	• Essential
• Ability to work under pressure, multi-task, work to strict deadlines and complete tasks sometimes with conflicting demands	• Essential
• Ability to work well on own initiative and co-operatively as part of a team	• Essential
• Ability to be flexible and respond to changing situations	• Essential
• An interest in the arts and/or film/hospitality.	• Essential
• Excellent timekeeping	• Essential
<b>OTHER REQUIREMENTS</b>	
• The role is physically demanding with a need to be able to lift, move objects, bend, work at height.	• Essential
• Flexibility and availability to work varied shifts including evenings, weekends, bank holidays and festival weekends.	• Essential
• First aid certificate or willingness to obtain one.	• Essential
• A Disclosure & Barring Service (DBS) check (formerly CRB Disclosure) is required for this position.	• Essential
• Driving licence and access to own transport	• Desirable

# TERMS & CONDITIONS

<b>JOB TITLE:</b>	Technician
<b>Contract:</b>	Permanent
<b>Pay:</b>	£27,580 per annum (£13.26 p/hr)
<b>Hours:</b>	40 hours per week (excluding lunch breaks) Evenings and weekends essential
<b>Holiday Entitlement:</b>	Permanent - 6 weeks' holiday per annum, rising to 7 weeks after 3 years' continuous service Entitlement is inclusive of compulsory closure days announced each year. Other bank holidays are considered normal working days; therefore, they are not in addition to annual leave entitlement.
<b>Pension:</b>	The Company operates a pension plan in compliance with the employer pension duties under the Pensions Act 2008. Depending on your age and earnings, you may automatically be entered into the Group Personal Pension Plan and contributions are matched by the company in line with the regulations.
<b>Discretionary Benefits:</b>	<ul style="list-style-type: none"><li>• Complimentary tickets for events and cinema for staff + one can be requested (conditions apply and if the event sells out complimentary tickets are not available).</li><li>• Discount on food in our catering outlets for staff + one.</li><li>• A parking permit is given to staff to be used while at work.</li></ul>
<b>Age Limitation:</b>	18+
<b>Reports to:</b>	Technical Manager
<b>Responsible for:</b>	N/A
<b>Notice Period:</b>	4 weeks
<b>Union:</b>	An agreement governing pay and terms and conditions of employment exists between the Kendal Brewery Arts Centre Trust Ltd and the Broadcasting, Entertainment, Communications and Theatre Union, and provides for the settlement of disputes between workers and management. One of its provisions is the agreement by management to recommend non-union members to join.