

## JOB DESCRIPTION

**JOB TITLE:** Casual Technician

**REPORTS TO:** Senior Technician/ Head Technician

**DIRECT REPORTS:** None

**VENUE:** Southampton Guildhall

**JOB PURPOSE:** To undertake duties associated with the operation and maintenance of technical and stage equipment, as directed by the Senior or Head Technician.

**SALARY:** £7.20 per hour plus enhancements

**AVAILABILITY:** Must be as flexible as possible and as required, including daytime, evening and weekends, including very late nights

### **KNOWLEDGE/EXPERIENCE/SKILLS NEEDED:**

<b>Essential Skills</b>	<b>Details</b>	<b>Timescale</b>
Technical skills with lighting, sound and audio visual equipment	Providing frontline maintenance, along with rigging and de-rigging of lighting, sound and audio-visual equipment and associated cabling etc, operate follow spots as required.	Experience preferable, necessary training given
Technical Skills on stage presentation	Setting up and maintaining stage and staging equipment including decking and chairs	Training will be given
Ability to work at heights	For focusing lighting at high level enclosed walkway, rigging equipment off ladders	Experience preferable, necessary training given
Ability to undertake heavy lifting	For setting up equipment and loading/ unloading equipment	Experience preferable, necessary training given
Communication skills	Liaise with clients, other staff, and the public and other users of the venues as appropriate. Work well as part of a team	Reasonable skills
<b>Desirable Skills</b>		
Awareness of safe working procedures	Ensure safety standards are met or exceeded	Experience preferable, necessary training given
Awareness of Equal Opportunities	To provide equality of service	With training

### **KEY ACCOUNTABILITIES**

1. To assist with providing technical services within the venues.
2. To assist in providing a good customer relationship within the venues.

### **PRINCIPAL DUTIES**

1. Under the direction of the Senior or Head Technician, assist with ensuring that all technical requirements relating to the events and customers' requirements are met to the highest possible standards.
2. Under the direction of the Senior or Head Technician, assist with some operation and the maintenance of all items of technical equipment.
3. Under the direction of the Senior or Head Technician, assist with load ins and load outs.
4. Under the direction of the Senior or Head Technician, assist with ensuring that all Technical Department administrative systems are kept up to date.
5. To assist with ensuring that all technical areas are kept clean and tidy, e.g. mopping the stage and wings, and emptying rubbish bins onstage after events.
6. To be conversant with the basic operation of technical equipment, with appropriate training.
7. When required, and after appropriate training, work as the Duty Technician in our Lecture Theatre.
8. Assist in ensuring the security of the venue and all technical equipment.
9. The post holder is required to assist, and be familiar with, ensuring that the running of all technical areas comply with the Health and Safety at Work Act 1974, and related legislation, along with the venues own safety policies, including safety standards and codes of practice produced, or accepted by the venue relating specifically to the duties and responsibilities of the post.
10. To manage and support employees in implementing the venues Equal Opportunities Policies.
11. Other associated duties at a similar responsibility level as may be required from time to time.

*Note: Applicants must be aged 18 or over.*