



|  |  |
| --- | --- |
| **Department** | PLACE |
| **Job Title** | TECHNICIAN |
| **Grade** | Grade 5 |
| **Primary Purpose of Job** | Provide technical support to the Albert Halls complex and on Victoria Square in respect of room hire, theatre performances and events/functions. |
| **Reporting To** | Senior Technician |
| **Staffing Responsibilities** | Theatre/Event operational support staff |

**Main Duties**

|  |  |
| --- | --- |
| **1** | Act as a first point of contact for “get ins” and “get outs” for specific shows, performances and events ensuring all technical requirements are met. |
| **2** | Assist with the movement and installation of equipment in a safe and appropriate manner, adhering to current Health and Safety regulations and ensuring all booking conditions are adhered to. |
| **3** | Ensure technical equipment is fully maintained in good working order and is safely and securely stored at all times. |
| **4** | Operate all technical equipment and assist with the supervision performance/event staff or external technicians or crew. This will include working at heights and lifting heavy equipment. |
| **5** | Liaise with hirers and users of the Albert Halls and Victoria Square to ensure all personnel operate and use the Albert Halls technical equipment in a safe manner providing support and training as required. |
| **6** | To assist in the set up and dismantling of equipment for meetings, functions and events in the Albert Hall Complex and including external events on Victoria Square. |
| **7** | Help maintain an inventory of technical assets including consumables and equipment ensuring they are appropriately stored and controlled. |
| **8** | Liaise with external suppliers of technical equipment. Ensure that equipment manuals and technical specifications/drawings are available and up to date.  Upon completion of each event to assist the Senior Technician in completing an accurate cost sheet detailing all equipment used for recharging customers |
| **9** | Assist in the issue of cotags, keys and car park passes etc. in liaison with senior staff and Security and Response. |
| **10** | To enter and retrieve data from the computer system and ensure all records are maintained with accuracy. |

|  |  |
| --- | --- |
| **Date Job Description prepared/updated:** | **August 2017** |
| **Job Description prepared by:** | **Head of Service** |



****

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Department** | | | | **place** | | |
| **Job Title** | | | | **technician** | | |
| **Stage One** | | | Disabled Candidates are guaranteed an interview if they meet the essential criteria | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | |
| 1. | Effective communication skills, written and oral, ability to understand room plans and liaise with customers and other sections within the Authority. | | | | | Application Form/Interview |
| 2. | A good understanding of general Health & Safety practices applicable to the working environment | | | | | Application Form/Interview |
| 3. | Ability to lift weights, including furniture, staging units, technical and other equipment | | | | | Interview |
| 4. | An understanding of AV equipment and its operation | | | | | Interview |
| 5. | Ability to work on your own initiative. | | | | | Application Form/Interview |
| 6. | Ability to supervise staff | | | | | Application Form/Interview |
| 7. | Numeracy skills for the purpose of setting up technical equipment and floor plans | | | | | Interview |
| 8. | Good organisational skills for the purpose of scheduling large scale events and dealing with groups of people | | | | | Interview |
| 9. | Ability to operate both Sound and Lighting Equipment | | | | | Application Form/Interview/Practical Test |
| 10. | Ability to work at heights | | | | | Interview |
| 11. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | | Experience of supervising a team of staff | | | Application Form/Interview | |
| 2. | | Experience of working within a theatrical environment | | | Application Form/Interview | |
| 3. | | Experience of working with Artists and Road Crews | | | Application Form/Interview | |
| **3. Work Related Circumstances** | | | | | | |
| 1. | | Ability to work evenings and weekends | | | Application Form/Interview | |
| 2. | | Ability to lift weights | | | Application Form/Interview | |
| 3. | | Ability to work at heights | | | Application Form/Interview | |
| 4. | | **Delete if not applicable:**  This post is subject to [an enhanced / a standard] disclosure from the Disclosure & Barring Service | | | Application Form  Interview | |

|  |  |  |  |
| --- | --- | --- | --- |
| **STAGE TWO** | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | |
| 1. | Detailed knowledge & experience of web-casting | | Application form/interview |
| 2. | Experience in programming digital sound and lighting systems | | Application form/interview |
| **2. Experience/Qualifications/Training etc** | | | |
| 1. | Minimum of 2 years theatre experience | | Application form/interview |
| 2. |  | |  |

|  |  |
| --- | --- |
| **Date Person Specification prepared/updated:** | **August 2017** |
| **Person Specification prepared by:** | **Head of Service** |



**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.