



## Job Description

### **Venue Technician (Stage/Light/Sound/AV), The Stoller Hall**

**Responsible To:** General Manager and Technical Manager of The Stoller Hall

**Hours of work:** Flexible shift-based role

**Rate of pay: £8.59 p/h**

#### **CONTEXT:**

On April 21, 2017 The Stoller Hall will open its doors for its first public concert. The £8.7m concert hall, built within Chetham's School of Music in the centre of Manchester, will boast a 482-seat auditorium with a state-of-the-art acoustic perfect for a variety of artists and ensembles across many genres; for chamber orchestras, choirs, chamber music and recitals plus an adventurous programme of jazz, folk, pop, comedy and spoken word as well a range of conferences and events.

#### **PURPOSE:**

The Stoller Hall requires a skilled and experienced Venue Technician to facilitate the smooth delivery of public concerts and events. This role is ideal for a Technician who is looking to be involved with an exciting new venue, delivering an outstanding audience and artist experience, across a varied and constantly changing programme.

#### **KEY RESPONSIBILITIES:**

1. Prepare, rig and operate stage, sound, lighting and AV equipment as required
2. Safe operation of stage hoists and lifts
3. Safe and efficient setting up and running of productions and events
4. Undertake first line maintenance or repairs of equipment
5. Liaise with visiting artists, promoters, clients and staff on the day to ensure all events are delivered to the highest standards and according to their requirements
6. Adhering strictly to health and safety procedures and risk assessments
7. Any other duties as required

#### **GENERAL RESPONSIBILITIES**

1. Promote Chetham's in a positive and professional manner at all times
2. Display a flexible "can do" approach which will enhance Chetham's wider reputation
3. Operate in accordance with Chetham's policies and procedures including, in particular, Chetham's Child Protection and Safeguarding Children Policy Statements (see separate document)

4. Undertake any training necessary to meet the requirements of the post
5. Adopt a flexible approach to working hours as required by the business
6. Undertake any other duties, relevant to the post holder's skills, which may, from time to time be deemed necessary
7. Be open to new ideas, understand the need for change and be willing to adapt
8. Be aware of the issues of equality and diversity, understand and be sensitive to cultural differences
9. Be responsible for his/her personal presentation, health and physical fitness
10. Maintain a high level of attendance
11. Take all possible steps to ensure a safe working environment for self and others

### **PERSON SPECIFICATION: VENUE TECHNICIAN, THE STOLLER HALL**

#### **Essential**

1. At least two years' experience in an arts venue, concert hall or equivalent professional experience
2. Competence in stage and technical skills including sound, lighting, A/V or stage management
3. Good understanding of and enthusiasm for music performance across all genres
4. Knowledge of statutory Health & Safety Regulations and awareness of changing industry practices
5. Strong interpersonal and communication skills including the ability to work successfully alongside professional musicians (including leading musicians from the national and international circuits), all levels of the School's staff team and his/her own team alike
6. Strongly customer/client focussed
7. Total commitment to quality in every aspect of the role
8. Highly organised and motivated, a real team player – work collaboratively with colleagues across organisation and with key external players
9. Willingness and ability to work unsocial/weekend hours as required
10. (Sound) able to confidently deliver FoH and monitor mixes for a broad programme
11. (Light) able confidently deliver lighting shows for a broad programme;
12. (Stage) able to efficiently stage manage shows/people of all genres and backgrounds
13. (A/V) able to confidently deliver A/V for conferencing and artistic projects such as live music to film

#### **Desirable**

Experience of the following:

14. Working in a variety of event/production sectors (classical, pop/rock/folk, conferencing etc.)
15. Rigging and truss building experience
16. DiGiCo S21 desk (sound)
17. Mixing for front/back fills (sound)
18. ETC Element desk (light)
19. DMX over Ethernet (light)
20. GreenGo comms and cueing system (stage)
21. Video conferencing, streaming and recording events (A/V)

## **CHILD PROTECTION AND SAFEGUARDING CHILDREN**

The post holder will be required to obtain clearance via Chetham's from the Disclosure and Barring Service and in addition to comply with the specific requirements of Chetham's in relation to child protection and safeguarding.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy Statements (available at [www.chethams.com](http://www.chethams.com)) at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in Chetham's, s/he must report any concerns to Chetham's Child Protection Officer or to the Head (as appropriate).

This Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.

I agree that I have read and understood the attached job description.

Employee's name .....

Employee's signature .....

Date .....