

Job Description and Person Specification

Technical and Venue Internship (Stage/Light/Sound/AV)

Responsible To: General Manager and Technical Manager of The Stoller Hall
Oversight of the internship will be managed by the Outreach Programme Manager

Hours of work: 120 hours over a 10-week period (Estimated to start January 2018)

Rate of pay: National living wage

JOB DESCRIPTION

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, boasts 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 is offering an internship to someone who has a good understanding of stage management, lighting, sound or audio-visual. During the internship you will be part of a professional team facilitating events for a range of artists and corporate clients. At the end of the internship you will have developed your skills, applied them in a professional context and improved your employability. You will also be part of the wider venue team, and will gain deeper understanding into operating a venue. The role will be best suited to a recent graduate looking to develop specialist skills within the outstanding setting that is the Stoller Hall.

YOU WILL LEARN

1. A variety of skills leading to strong employment potential for a multi-skilled technician
2. Safe and efficient setting up and running of a range of productions and events
3. Maintenance and repair of equipment
4. To efficiently liaise with artists and production crew
5. To observe strict health and safety procedures and risk assessments
6. Specialist skills in your chosen field
7. Application of your skills within a specific context
8. Knowledge of venue operation and management

ESSENTIAL

1. Background and basic understanding of the core concepts within either stage management, lighting, sound or audio-visual
2. Strong communication and interpersonal skills
3. Excellent punctuality / reliability
4. An interest in a wide range of music
5. Strong desire to progress into live events
6. Relevant qualification or work experience (such as amateur or community theatre / concerts)
7. Excellent planning, organisational and leadership
8. Able to multi-task and troubleshoot efficiently
9. Excellent communication and able to execute artists' / designers' instructions
10. You will be a highly motivated team player who can demonstrate a genuine passion and belief in creating and providing an exceptional customer experience
11. A proactive and enthusiastic person
12. A positive and flexible approach to work
13. Excellent time keeping skills with a committed and responsible attitude
14. Ability to react quickly to new information and situations
15. At least three GCSEs (or equivalent) at grades A* - C

DESIRABLE

1. Previously held a position within live music, theatre or hire companies
2. Experience with Digico S21, ETC Element and GreenGO communication system
3. Knowledge of and passion for music and the arts

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) 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