Ymddiriedolaeth Ddiwylliannol Cultural Trust

Job Outline

Job Title:
Casual Technician

Basis:
Casual

Salary:
Grade 8

Base:
Any Awen Venue

Accountable to:
Technical Manager

Accountable for:
N/A

Your Role:

To be responsible for delivering high quality technical operations for performances and events, and assisting with other operational requirements and so contributing to the overall development of the organisation.

In this role, you will:

- Ensure that events are mounted safely and to the highest technical standards including: operating and maintaining technical equipment, assisting with get-in, fit-up and running of events, liaising with users beforehand to establish their requirements.
- Supervise technical operations of a performance or events in the absence of the Senior or Lead Technicians including: supervising and providing direction to casual technicians, liaising with the touring theatre company / hirer / client and to ensure that their expectations are met or exceeded wherever possible.
- Ensure that all Health & Safety requirements relating to the presentation of events and the running of the venue are adhered to.

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- Carry out checks and inspections in relation technical equipment and other venue related checks.
- Act as keyholder with responsibility for opening and closing the venue, adhering to set procedures and in line with business needs.
- Carry our regular preventative and reactive maintenance in accordance with maintenance schedules.

General Duties and Responsibilities:

- Be responsible for your own safety and that of other staff and any member of the public who may be affected by your acts and omissions at work.
- Participate in any training and development activities to maintain own development or to enhance competence within job role.
- Uphold and integrate our purpose and values in all that you do, observing and promoting Awen's four values at all times – Creative, Empowering, Collaborative and Fair
- Ensure that activities are completed in accordance with Awen's commitment to equality, diversity and Inclusion and in line with best practice and legislation
- To actively challenge discrimination and stigma in the workplace
- Be responsible for safeguarding and promoting the welfare of children, young people and adults at risk
- To look after your own physical and psychological wellbeing wherever possible.
- To support the psychological and physical wellbeing of our colleagues/team and encourage an empathetic and inclusive culture
- Be responsible in helping us achieve our sustainability ambition by contributing to reduce your individual carbon footprint and working towards the organisational objectives in line with the Awen sustainability strategy
- Compliance with Awen's policies and procedures
- This is not a complete statement of all duties and responsibilities comprising this post, and this document will be regularly reviewed. You may be required to undertake other tasks/duties that are reasonably assigned to you and are within the capability and grade of this role

Person Specification

The Person (ESSENTIAL CRITERIA ARE INDICATED AS **(E)**:

- Ability to work on own initiative as well as a key member of a team. **(E)**
- Flexible and proactive approach and attitude **(E)**
- Approachable, calm and fair approach and attitude **(E)**
- Ability to work under pressure and deliver outcomes to tight deadlines **(E)**
- A commitment to providing excellent customer service **(E)**
- Interest and enthusiasm in theatres and arts **(E)**
- Solutions focused and able to concentrate on achieving priorities
- Forward thinking and able to contribute to the development of Awen

Qualifications, Skills, Abilities and Experience:

(ESSENTIAL CRITERIA ARE INDICATED AS **(E)**:

- Good standard of education, equivalent to NVQ/OCF 2, or the ability to demonstrate competence through experience **(E)**
- Relevant theatre/live technology related qualification or ability to evidence competence through experience **(E)**
- Able to organise work to meet deadlines **(E)**
- Good time management and ability to follow instructions **(E)**
- Good administration skills with a methodical approach and attention to detail **(E)**
- Ability to lift, move and carry loads/stock and other equipment/items as necessary **(E)**
- A full driving licence and access to your own vehicle for work purposes **(E)**
- Knowledge and understanding of health and safety regulations for theatres and live events **(E)**
- Experience of working as part of a team **(E)**
- Experience of working in theatres/live event environments having used at least one aspect of live event technology including, lighting, sound, AV and stage management **(E)**
- Experience of using a variety of ICT packages including Microsoft packages, QLab, GrandMA, Allen & Heath, Autocad.
- Solutions focused and able to concentrate on achieving priorities
- Ability to speak Welsh