



JOB DESCRIPTION

Job Title:	Venue & Events Technician	Job Number: (Official use ONLY)	
Department / Service:	Princes Hall – Operations Service	Main location: (i.e. where primarily based)	Princes Hall, Aldershot
Hours of Work:	Flexible hours averaging 37 hours per week.	Post Restrictions: (e.g. politically restricted and/or sensitive)	No
Grade & Salary Band: (where appropriate)	Grade 3	Regulated Activity: (i.e. DBS check required)	Yes
Job Purpose: (i.e. Context & summary of why the role exists)	To work as part of a small team responsible for all technical and operational functions of the Princes Hall Theatre, and to assist with the delivery of events elsewhere in the borough as required.		

Principal Accountabilities

1	Sound, Lighting and Stage <div> <ul style="list-style-type: none"> Operate sound desk for shows and events. Operate lighting desk for shows and events. Stage management for shows and events. Prepare for and assist with the running of the annual professional pantomime. </div>	50%
2	Meeting customers, clients and contractors <div> <ul style="list-style-type: none"> Liaise with venue hirers and visiting production managers, to advise on and satisfy delivery and safety requirements, both before and during events. Attend event meetings and log event requirements for sharing with other members of the theatre team. Liaise with maintenance contractors visiting the venue. Promote good communication skills within the team. </div>	10%

3	Set up Functions	20%
	<ul style="list-style-type: none"> • Set up and operate audiovisual equipment for functions. • Assist with get-ins and get-outs for shows. • Erect terraced & stalls seating in main hall. • Lay out chairs, tables and other furniture for functions. 	
4	Health & Safety and General Maintenance	10%
	<ul style="list-style-type: none"> • Work with the Technical and Operations Manager to ensure the venue complies with Health & Safety regulations. • Undertake odd jobs around the building e.g. decorating work, prop building for pantomime, etc. • Keep the outside of building and the main auditorium clean and tidy. • Undertake equipment repairs and maintenance as necessary. 	
5	Staff Supervision	5%
	<ul style="list-style-type: none"> • Identify your training needs as part of the technical & operations team. • Book any casual staff required for events. • Supervise and manage casual staff as required. • Deputise for the Technical & Operations Manager as required 	
6	Front of House Management and Other Duties	5%
	<ul style="list-style-type: none"> • Occasionally act as Duty Manager at smaller functions. • Occasionally run the Princes Hall's cinema. 	

Other Accountabilities

1	Demonstrate commitment to the Council's behaviours framework and corporate values
2	Ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures, and current legislation, including that covering data protection, health and safety, safeguarding children and vulnerable adults, and equalities.
3	Take reasonable care of own health and safety, and that of other persons who may be affected by acts or omissions at work.
4	Act as an ambassador for the Princes Hall and Rushmoor Borough Council and to be presentable, friendly and helpful.
5	Undertake any other duties that are commensurate with the requirements of the post

Staff Reports & Responsibilities

Reports	Title(s) or staff number	Grade	Level of mentoring, supervision and/or responsibilities
Responsible to	Senior Technician	4	
Responsible For	-		

Qualifications, Knowledge and Experience

	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
An interest in theatre	E	
Relevant professional qualification	D	
Evidence of, and commitment to, continuous professional development	E	
Experience in a similar role	D	

Skills, Attitude and Behaviours		
	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
Operation of a sound desk and lighting desk	E	
Stage management skills	D	
Basic DIY / maintenance skills	E	
Excellent customer service skills	E	
Good organisational skills	E	
Good communications skills	E	
Able to work as part of a team	E	
Enthusiastic and positive attitude	E	
Smart and presentable	E	
Attention to detail	E	

Other Requirements		
	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
Actively role models the Rushmoor Behaviours and new Corporate Values, and commits to creating a positive, inclusive and diverse culture	E	
Able to attend out of hours meetings, events and activities, as required	E	