**THE GUILDHALL TRUST** 

**TITLE:** Junior venue stage technician

**DEPARTMENT:** Operations

**RESPONSIBLE TO:** Head of Technical & Production / Stage & Technical Manager

**HOURS:** 30h per week.

**PAY**: £18720 per annum

**Purpose of Job**

To support the Stage & Technical Manager in ensuring the smooth, safe and efficient running of the of the venue’s day-to-day technical operation, whilst managing and maintaining all technical facilities within the venue.

**Organisation Chart**

Head of Technical & Production

Venue Stage & Technical Manager

Venue Stage & Technical Assistant

Venue Senior Stage & Technical assistant

Junior venue Stage technician

Casual Stage & Technical Assistant

**Principal Responsibilities:**

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| 1. | To work on shows and events as scheduled by the guildhall trust, ensuring that all Health & Safety legislation relating to the technical department and its equipment is observed and that all touring and local crew are aware of all requirements and safety procedures. To operate and install equipment and any other tasks as requested by the organisation. | 90% |
| 2. | To assist technical team in maintaining all lifting, electrical and plant equipment within the department. Ensuring safe conditions, and the team is working to current legislation whilst high standards of housekeeping are maintained in all working areas on and around the stage and storage areas. | 10% |

**Dimensions**

**Other**

The nature of the work undertaken by the post holder will be required to work flexibly to meet the needs of the department and the wider business. This will include some evenings and weekend & Bank holiday work.

**Budget**

**n/a**

**Physical**

None

**Location**

The post holder will be located at the Guildhall in Portsmouth. You may be required to work on external events should the need arise.

**Context**

The Portsmouth Cultural Trust (PCT), now The Guildhall Trust, has been successfully running Portsmouth Guildhall since 2011 on a long lease. The Guildhall is one of the south of England’s largest and most established concert halls with 2,000 seats. Artists have appeared there including the Beatles, the Rolling Stones, Pink Floyd to more recent top selling artists including Mumford and Sons, Twenty-one Pilots and Jack Whitehall.

The venue has promoted itself as one of the regions top conferencing and events destinations attracting more than 400 events and room hires each year. The Guildhall Trust have ambitious plans to invest in and develop the Guildhall, to make it one of the UK’s top cultural and events venues.

The guildhall trust now also operates the white rock theatre in hastings, with high ambition to make it a leading concert venue.

The Guildhall Trust is a charitable trust limited by guarantee. This role requires a candidate who is excellent at customer service, who has a positive attitude and first class communication skills. You will have a confident telephone manner and be able to pick up a brief and satisfy the client. You will be able to be committed to a high level of customer service.

You must be able to work flexibly across the venue as and when required.

**Person Specification**

This acts as selection criteria and gives an outline of the type of person the characteristic required to do the job.

Essential: without which the candidate would be rejected

Desirable: useful for choosing between two good candidates

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| Attribute | Essential | Desirable |
| Experience | Knowledge and experience of aspects of technical production, including lighting systems, audio systems, AV.  Demonstrable experience of working in an environment where good customer care is prioritised.  2 years of experience working within the industry  2 years of working with automated stage lighting, with knowledge of artnet and dmx protocols  Experience setting up live audio systems from scratch. | Knowledge of installing lighting control systems utilising artnet, and networking over fibre.  Using and mixing on high quality monitoring systems for live bands |
| Skill/ Abilities | Excellent communication skills (oral and written). Be able to communicate with touring shows prior and during to loading in.  Great timekeeping, with the ability to prioritise tasks.  An ability to present a calm and friendly exterior to the customer and client at all times.  Good ICT skills, especially in Microsoft applications  Ability to mix a live band, from grass roots level using digital sound desks.  Stage lighting for theatre and concerts, busking lighting for live concerts whilst also being able to programme cued theatre shows.  Competent with using Qlab for audio and video control.  Ability and willingness to learn fast, using their time to improve their skills.  To be able to fault find small AV systems. | Experience with computer Networking.  Ability to read Cad plans  Good health and safety knowledge  Full, valid, clear driving license  Ability to mix live audio for large scale acts, working with touring riders and engineers.  Ability to pre-programme shows using capture or similar. Ability to work to touring lighting plots and work with touring engineers.  Ability to work with Led video screens and live cameras.  To be able to install complex AV conferencing systems |
| Education & training | Level 3 Production arts, live audio production or similar. | Temporary electrical installation (BS7909)  Health and safety qualifications (IOSH, NEBOSH, NCRQ)  Avolites Academy  L’acoustics network manager |