

## JOB DESCRIPTION

**Job Title:** Creative Venue Technician Apprentice (Level 3 Apprenticeship)

**Department:** Operations

**Responsible To:** Head of Technical & Production

**Hours:** 30 hours per week (including college/training attendance and off-the-job learning)

**Salary:** National minimum apprentice wage for the age of employee.

**Starting date** – 9th October (may be able to start sooner prior to course start date)

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## Purpose of the Role

This is an exciting opportunity to join Portsmouth Guildhall as a Creative Venue Technician Apprentice and develop the skills, knowledge and behaviours required to work within the live events and entertainment industry.

Working alongside our experienced technical team, you will gain practical experience across a wide range of events including concerts, theatre productions, comedy, conferences, exhibitions, community events and festivals.

The successful candidate will undertake the Creative Venue Technician Level 3 Apprenticeship with Chichester College (online) and will receive structured training whilst contributing to the day-to-day technical operation of Portsmouth Guildhall and other Guildhall Trust venues and events.

You will develop skills in lighting, sound, video, staging, event technology, venue operations and health & safety, building a strong foundation for a career in the live entertainment industry

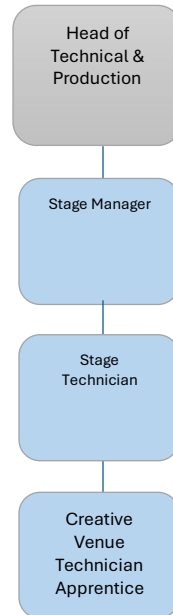
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## Location

Portsmouth Guildhall, Portsmouth. Occasional travel to other Guildhall Trust venues, training, and external events may be required.

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## Organisation Chart



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## Principal Responsibilities

### Event Delivery and Technical Support (80%)

- Assist with the preparation, installation, operation and removal of technical equipment for events.
- Support the delivery of live performances, conferences, exhibitions and community events.
- Learn to operate sound, lighting, video, staging and event technology systems.
- Assist with loading and unloading technical equipment and scenery.
- Work as part of a technical crew during event set-ups, rehearsals, performances and get-outs.
- Support visiting artists, clients, production companies and touring crews.
- Assist with basic fault-finding and troubleshooting of technical systems.
- Learn venue production processes including event planning, technical specifications and production documentation.
- Deliver excellent customer service to clients, artists, visitors and venue users.
- Work safely and professionally at all times.

## Equipment Maintenance and Venue Operations (20%)

- Assist with the maintenance, testing and inspection of technical equipment.
  - Help maintain clean, organised and safe working environments.
  - Support stock control and equipment inventories.
  - Assist with the preparation of technical spaces for events.
  - Learn and follow relevant health and safety legislation and venue procedures.
  - Complete apprenticeship assignments, training activities and assessments as required.
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## Dimensions

The post holder will be required to work flexibly to meet the needs of the venue and apprenticeship programme.

This role will include:

- Evening work
  - Weekend work
  - Bank Holiday working
  - Attendance at training sessions and apprenticeship workshops off site around the country
  - Independent study and portfolio development
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## About The Guildhall Trust

The Guildhall Trust has successfully operated Portsmouth Guildhall since 2011. Portsmouth Guildhall is one of the South of England's largest and most established concert and event venues, hosting a wide range of entertainment, cultural and corporate events throughout the year.

The Trust also operates White Rock Theatre in Hastings and continues to invest in developing exceptional cultural experiences across its venues.

The Guildhall Trust is committed to supporting the next generation of technical professionals and provides opportunities for learning, development and progression within the live events industry.

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# Person Specification

## Essential Criteria

### Skills & Attributes

- Enthusiastic with genuine interest in live events, theatre, music and entertainment.
- Desire to commit to a 2-year apprenticeship training course (remote) with Chichester college group
- Willingness to learn new technical skills.
- Over 18 at time of course start date
- Not carry a degree, or have been permanently employed in the same subject area
- Good communication and interpersonal skills.
- Reliable, punctual and professional.
- Positive attitude and strong work ethic.
- Ability to work effectively as part of a team.
- Ability to remain calm under pressure.
- Good attention to detail.
- Basic IT skills.
- Ability to follow instructions and work safely.

### Education

- GCSE Grade 4/C or above (or equivalent) in English and Maths, or willingness to achieve these as part of the apprenticeship if required.
- Eligible to undertake a Level 3 Apprenticeship.

### Other Requirements

- Ability to work evenings, weekends and Bank Holidays.
- Ability to undertake manual handling activities associated with live events.
- Commitment to completing the apprenticeship programme and associated training.

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## Desirable Criteria

- Interest in sound, lighting, video or stage technology.
- Previous involvement in school, college or community productions.
- Experience volunteering or working at events.
- Basic understanding of theatre, music or live events.
- Full UK Driving Licence.
- Knowledge of Microsoft Office applications.

## Training and Development

The successful candidate will undertake the Creative Venue Technician Level 3 Apprenticeship and will receive training in:

- Live sound systems
- Stage lighting systems
- Video and projection systems
- Event technology
- Staging and rigging awareness
- Venue operations
- Health & Safety
- Customer service
- Production planning
- Technical maintenance
- Industry best practice

The Guildhall Trust is committed to supporting the apprentice through successful completion of the apprenticeship and helping them build a long-term career within the live entertainment industry.

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## Progression Opportunities

Upon successful completion of the apprenticeship, there may be opportunities to progress into other employment as a Venue Technician or Stage Technician role, subject to organisational requirements and performance.