



## **Job Description**

### **Senior Venue Technician, The Stoller Hall**

**Contract Type:** Zero hours  
Permanent role

**Responsible To:** Technical Manager of The Stoller Hall

**Hours of work:** Flexible shift-based role, including evenings and weekends

**Rate of pay:** £11.98 per hour

#### **CONTEXT:**

The Stoller Hall is an intimate concert hall in the heart of Manchester. Our world class acoustics along with our diverse programme help create unforgettable live music experiences for people of every age and all walks of life. Opened in 2017 we are linked to Chetham's School of Music, the UK's largest specialist music school

#### **PURPOSE:**

The Senior Venue Technician will work closely with the Technical Manager to ensure the effective delivery of all performances, events and conferences at The Stoller Hall and our other performance spaces across the site, including pop-up events in the Courtyard and Atrium. They will manage the stage, technical and operational aspects of the concerts and events and deputise for the Technical Manager, acting as lead contact for visiting artists and clients on the day as required. They will prepare, rig and operate sound, lighting, audio-visual, projection and staging equipment as required, liaising with visiting artists, promoters and clients as well as members of Staff.

## **KEY RESPONSIBILITIES:**

The Senior Venue Technician will:

1. Deputise for the Technical Manager as required including attending Operations Meetings, client meetings and any other meetings as required
2. Liaise with visiting artists, promoters, clients and staff on the day to ensure all events are delivered to the highest standards and according to their requirements
3. Prepare, rig and operate stage, sound, lighting and AV equipment as required
4. Ensure safe operation of stage hoists and lifts
5. Prepare, rig and operate recording equipment or facilitate external recording companies/engineers
6. Undertake first line maintenance or repairs of equipment
7. Input into recruitment and training of other technicians
8. Input into staff scheduling/rota
9. Liaise with the Front of House Manager and Events team to ensure seamless presentation and operation of events
10. Assist with general administration as required
11. Advise on stage/technical elements of production advances as required;
12. Write brief show reports following performances
13. Adhere to health and safety procedures and risk assessments
14. Any other duties as required

## **GENERAL RESPONSIBILITIES**

The Senior Venue Technician will:

1. Promote The Stoller Hall in a positive and professional manner at all times
2. Display a flexible "can do" approach which will enhance the Hall's wider reputation
3. Operate in accordance with Chetham's School of Music's policies and procedures including, in particular, Chetham's Child Protection and Safeguarding Children Policy Statements (see separate document)
4. Undertake any training necessary to meet the requirements of the post
5. Adopt a flexible approach to working hours as required by the business
6. Undertake any other duties, relevant to the post holder's skills, which may, from time to time be deemed necessary
7. Be open to new ideas, understand the need for change and be willing to adapt
8. Be aware of the issues of equality and diversity, understand and be sensitive to cultural differences
9. Be responsible for their personal presentation, health and physical fitness;
10. Maintain a high level of attendance

11. Take all possible steps to ensure a safe working environment for self and others

## **PERSON SPECIFICATION: SENIOR VENUE TECHNICIAN, THE STOLLER HALL**

### **Essential**

1. At least 2 years' experience in an arts venue, concert hall or equivalent professional touring experience
2. Competence in stage and technical skills including sound, lighting, AV and stage management
3. Good understanding of and enthusiasm for music performance across all genres
4. Knowledge of statutory Health & Safety Regulations and awareness of changing industry practices
5. Strong interpersonal and communication skills including the ability to work successfully alongside professional musicians (including leading musicians from the national and international circuits), all levels of the School's staff team and their own team alike;
6. Strongly customer/client focussed
7. Total commitment to quality in every aspect of the role
8. Highly organised and motivated, a real team player – work collaboratively with colleagues across organisation and with key external players
9. Willingness and ability to work unsocial/weekend hours as required

### **Desirable**

Experience of:

10. Supervising other technical staff
11. Working in a variety of event/production sectors (classical, pop/rock/folk, conferencing etc.)
12. DiGiCo S21 desk
13. Mixing for front/back fills
14. ETC Element desk
15. DMX over Ethernet
16. GreenGo comms and cueing system
17. Video conferencing, streaming and recording events

**CHILD PROTECTION AND SAFEGUARDING CHILDREN**

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham’s Child Protection and Safeguarding Policy and related documents (available at [www.chethams.com](http://www.chethams.com)) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham’s, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principals.

Our 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 .....