

**Job Description**

**Venue Technician**

**The Stoller Hall**

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

**Hours of work**: Flexible shift-based role

**Rate of pay:** £10.42 per hour

**CONTEXT:**

The Stoller Hall is a unique music venue at Chetham's School of Music in the centre of Manchester. With 482 seats and state-of-the-art acoustics, the programme encompasses chamber orchestras, choirs, chamber music, recitals, jazz, folk, pop, comedy, and spoken word as well a range of conferences and events.

**Purpose:**

The Stoller Hall requires skilled, experienced and independent Venue Technicians to facilitate the smooth delivery of public concerts and events. Our technicians are responsible for operating sound, lighting and increasingly, video and streaming equipment.

**Key responsibilities:**

1. Prepare and rig stage, sound, lighting and video equipment
2. Operate sound, lighting and camera equipment for events
3. Safe operation of stage hoists and lifts
4. Safe and efficient setting up and running of productions and events
5. Undertake first line maintenance or repairs of equipment
6. 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
7. Adhering strictly to health and safety procedures and risk assessments
8. Any other duties as required

**GENERAL RESPONSIBILITIES**

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 Stoller Hall’s wider reputation
3. Operate in accordance with Chetham’s School of Music 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. Take all possible steps to ensure a safe working environment for self and others

**Person Specification: VENUE Technician, The Stoller Hall**

**Essential**

1. Experience working in an arts venue, concert hall, or equivalent professional experience
2. Competence in stage and technical skills including sound, lighting, video or 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 the following:

1. Working in a variety of event/production sectors (classical, pop/rock/folk, conferencing etc.)
2. Working knowledge of ETC Element desk
3. Experience of installing, operating and maintaining Lighting, Sound and A/V equipment
4. Camera equipment and/or live streaming
5. DiGiCo S21 desk
6. ETC Element desk
7. DMX over Ethernet
8. GreenGo comms and cueing system
9. Video / audio recording and editing

**CHILD PROTECTION AND SAFEGUARDING CHILDREN**

The post holder will be required to obtain clearance via Chetham’s from the Disclosure and Barring Service and in addition to comply with the specific requirements of Chetham’s in relation to child protection and safeguarding.

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they is responsible, or with whom they comes into contact, will be to adhere to and ensure compliance with Chetham’s Child Protection and Safeguarding Policy Statements (available at www.chethams.com) at all times.  If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in Chetham’s, they must report any concerns to the Designated Safeguarding Lead or Joint Principal (as appropriate).

This 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 ..........................................................................