



Job Description

Lead Technician – Salaried The Stoller Hall & Chetham's

- Salary:** £26,697 FTE (Scale point 18), dependent on experience.
This is a salaried role with a commitment of 25 hours a week, with the option for extra hours (by prior agreement)
- Responsible To:** The Technical Manager
- Responsible for:** Other Technicians on shift when the Technical Manager is not available
- Hours of work:** The work will be shift based, with flexible hours, and will include evening and weekend working
- Holiday Allowance:** An allowance for annual leave, based on 5.6 weeks of the year (including bank holidays) has been included in the salary
- Other Benefits:** Free lunch during School opening, gym use and free parking when working on events

CONTEXT:

Chetham's is a unique cultural institution and charity in the heart of Manchester combining music, education, and heritage. We are home to three extraordinary places – Chetham's School of Music, Chetham's Library, and The Stoller Hall – and we are united by one clear vision which is to bring people together.

We believe in the power of music and creativity to unite people, and we are committed to educating and inspiring the next generation of musicians and thinkers.

We are driven by our values to make music and education more accessible, to enrich the lives of people in Manchester and beyond, and to improve health and wellbeing through the magic of music and learning.

We're embracing our roots and opening the doors to our world-class facilities and collections to make a positive, long-lasting impact on local communities.

As we expand our programme of events in The Stoller Hall, we are looking for a Lead Technician who can support the delivery of our hugely varied events programme which includes classical and chamber music, folk and jazz, spoken word, comedy and conferences.

Our venue is modern and purpose built, and our whole team pride themselves in the variety of events we deliver, our excellent team and team working, and our great artist, client and audience experiences that we facilitate.

PURPOSE:

The Lead Technician will work closely The Stoller Hall Technical Manager and Deputy Technical Manager to ensure the effective delivery of all performances, events and conferences at The Stoller Hall and other performance spaces across the Chetham's site.

They will manage the stage and technical aspects of the concerts and events and act as lead contact for visiting artists and clients on the day. 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 from Chetham's School of Music.

They will be responsible for liaising with internal and external stakeholders to ensure their technical and production requirements are understood and communicated to the rest of the team.

They will be responsible for managing technicians working under their charge on events.

KEY RESPONSIBILITIES:

The Lead Technician will:

1. Liaise with visiting artists, promoters, conference clients and staff on the day to ensure all events are delivered to the highest standards and according to requirements;
2. Work with the Production Coordinator, Creative Commercial Director and Commercial Lettings Manger, will support the Technical Manager to advise on stage/technical elements of production advances as required;
3. Prepare, rig and operate stage, sound, lighting and AV equipment as required;
4. Prepare, rig and operate recording equipment or facilitate external recording companies/engineers;
5. Prepare and operate camera, video and streaming equipment for our programme of live streamed, hybrid and recorded events;
6. Support Chetham's School of Music with their recording and audio-visual requirements;
7. Undertake first line maintenance or repairs of equipment;
8. Support the planning and scheduling of proactive maintenance for all technical equipment used in event spaces;
9. Support and train a team of ad-hoc technicians;
10. Input into Risk Assessments, Safe Systems of Work for use of stage and technical equipment and ensure records of training are kept up to date;
11. Be part of events management team, proactively engaging in the development and delivery of the business plan;
12. Deputise as require for the Technical Manager at weekly Operations Meetings to ensure all technical requirements are understood and in place for forthcoming events;
13. Ensure technical requirements and client riders are clearly communicated to the technical team managing each event.
14. Ensure all staff and visitors observe safe working practises;
15. Take part in venue show rounds and client meetings as required;
16. Write brief show reports following performances;
17. Liaise with backstage stewards and ensure they are able to take adequate breaks;
18. Take part in mentoring and professional development activities as required;
19. Any other duties as required;

GENERAL RESPONSIBILITIES

The Lead Technician will:

1. Promote The Stoller Hall and Chetham's in a positive and professional manner at all times;
2. Display a flexible "can do" approach which will enhance the organisation's wider reputation;
3. Operate in accordance with Chetham's School of Music's policies and procedures including, in particular, Chetham's School of Music 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. Take all possible steps to ensure a safe working environment for self and other.

PERSON SPECIFICATION

Essential

1. At least 2 years' senior experience in a technical role within the music industry, an arts venue or significant touring/relevant professional experience;
2. Competence in stage and technical skills including sound, lighting, video and stage management;
3. Good understanding of and enthusiasm for music and 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 unsociable hours such as early mornings and weekends as required;

Desirable

10. Experience of operating DiGiCo S21 desk;
11. Experience of mixing for front/back fills;
12. Experience of operating ETC Element desk;
13. Experience of DMX over Ethernet;
14. Experience of GreenGo comms and cueing system;
15. Experience of recording and live streaming events;
16. Rigging and truss building/flying experience;

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) 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 Head.

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.