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| **Job Title:** | Event Technician |
| **Department/Division/Faculty:** | Imperial College Union |
| **Campus location:** | South Kensington and Hammersmith, London  Other Imperial College London campuses as required |
| **Job Family/Level:** | Casual |
| **Responsible to:** | Venue Technician |
| **Line Management responsibility for:** | N/a |
| **Key Working Relationships (internal):** | Venue Technician, Senior Event Technician, Venues Team, Student Groups, Student Activities Team |
| **Key Working Relationships (external):** | College Visitors, Suppliers, External Contractors/Agencies; acts and artists (and their teams) |
| **Contract type:** | Part-Time Casual |

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| **Purpose of the Post**  Event Technicians are responsible for delivering a range of technical support services for Students’ Union events, activities and group performances. This includes, but is not limited to, sound and lighting engineering; and event décor.  The Event Technician will setup and use the Union’s technical equipment for events and work with the Venue Technician to develop plans and ideas for future developments, working with Venues Managers, event teams, students and student groups to ensure their needs are met. |
| **SPECIFIC DUTIES OF THE POST**  **Operational**   * Ensuring sound, lighting and production equipment for Union run events & entertainments, are set up and operated in line with instruction * To be responsible for ensuring all technical equipment is operated safely, and be responsible for ensuring relevant health & safety, and other requirements are enforced in line with training and instruction received, e.g. 105db spl for maximum safe PA levels etc. * To ensure the venues general tidiness is maintained, always leaving venues as are found to the accepted standards, as set out by the Venue technician. * To proactively seek and challenge methods and practices used to ensure best practices are maintained with overall improvements of the venues in mind. * To take part in all training provided by the Venue Technician to be allowed to operate and setup events tech. * Providing technical support services for a variety of productions and events organised by our student societies and other Union departments. * Providing artist liaison during our events, working in a professional manor with acts and artists regarding their technical requirements and with the Venues Team.   **Licensing & Health & Safety**   * To work within all aspects of legislation or College Policies relating to Health & Safety * To protect the premises licence by ensuring adherence to the licence operating schedule and mandatory conditions and ensuring adherence to licensing law as trained and instructed * To report all health & safety issues to a manager immediately   **Other**   * To work flexibly in accordance with the operational needs of the venues, working across all outlets and evenings and weekends, as required by the Venue Technician. * The shift pattern will demand a mandatory rest period if work is carried out overnight. * The roster pattern may be subject to change providing reasonable advance notice is given. * To carry out the above duties at other sites of the College as necessary. |
| **Person Specification** |

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| **Requirements**  Candidates/post holders will be expected to demonstrate the following: | **Essential (E) / Desirable (D)** |
| **Experience** |  |
| Experience of operating lighting, AV and sound equipment in a bar or theatre | **E** |
| Experience of rigging equipment (lighting, sound and AV) in a bar, venue or theatre | **D** |
| Experience of relevant regulations (i.e. LOLERS), as appropriate to bars, venues and/ or theatres | **D** |
| Experience of working at height and appropriate health & safety compliance | **D** |
| Experience of Avolites and Behringer | **D** |
| **Knowledge** |  |
| Working knowledge of Health and Safety legislation, COSHH and relevant best practice | **D** |
| Working knowledge of rigging and operating lighting, AV and sound systems | **D** |
| Working knowledge of rigging systems, including trusses, counterweights, chain hoists, hemps, and winches, or the willingness to train to acquire | **D** |
| An understanding of electrics, including single and three-phase supplies | **E** |
| Working knowledge of installing, setting up, and operating lighting, AV and sound installs | **E** |
| A sound understanding of Licensing Law and the requirements for operating licensed premises | **D** |
| **Skills & Abilities** |  |
| Excellent communication skills with the ability to relate to and communicate appropriately and effectively with people at all levels | **E** |
| The ability to handle competing priorities and a challenging workload in a pressurized environment | **E** |
| Ability to collate and analyze figures and data to improve the running of the business | **E** |
| **Values, Attitude and Personal Style** |  |
| Evidence of a commitment to continuing personal and professional development | **E** |
| A leader on equality of opportunity who values diversity and removes barriers to equality | **E** |
| An excellent role model who promotes high standards of probity, integrity and honesty | **E** |
| Please note that job descriptions cannot be exhaustive and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.  Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to follow the [7 Imperial Expectations](http://www.imperial.ac.uk/human-resources/imperial-expectations/) detailed below:   1. Champion a positive approach to change and opportunity 2. Encourage inclusive participation and eliminate discrimination 3. Communicate regularly and effectively within and across teams 4. Consider the thoughts and expectations of others 5. Deliver positive outcomes 6. Develop and grow skills and expertise 7. Work in a planned and managed way   Employees are also required to comply with all College policies and regulations paying special attention to:   |  |  |  | | --- | --- | --- | | * Confidentiality * Conflict of Interest * Data Protection * Equal Opportunities | * Financial Regulations * Health and Safety * Information Technology * Smoking | * Private Engagements and Register of Interests |   They must also undertake specific training and assume responsibility for safety relevant to specific roles, as set out on the [College Website Health and Safety Structure and Responsibilities](http://www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-management-system/structure-and-responsibilities/safety-management-responsibilities/) page.  *We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We therefore encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender identity, sex, or sexual orientation. We are an* [*Athena SWAN Silver Award*](https://www.imperial.ac.uk/equality/accreditations/athena-swan/) *winner, a* [*Disability Confident Leader*](https://www.imperial.ac.uk/equality/accreditations/disability-confident/) *and a* [*Stonewall Diversity Champion*](https://www.imperial.ac.uk/equality/accreditations/stonewall/)*.*  **24 August 2022** | | | |