



Post title	Production Technician
Division / Section	Culture / Cultural Venues –Performance Venues
Department	City Strategy and Economy
Responsible To	Production Manager
Number of post holders	8
Acting up/ Secondment	

Purpose of Job

To be primarily responsible for the production and technical delivery of all performances, events and building production services across the key performance venues listed above, ensuring that all health and safety and statutory regulations are adhered to. To play an active role in developing the service further through collective planning and service delivery.

MAJOR TASKS/JOB ACTIVITIES

Provide a specialist service, ensuring that all the production and technical support for events and performances are delivered to the required Council, client and customer standards.

Ensure that all aspects of health and safety and statutory regulations associated with event productions, equipment and buildings are adhered to, supported by up-to-date audits and documentation.

Ensure that in house and external technical and electrical equipment is fit for purpose, hiring in equipment from suppliers as necessary, and monitoring the work of external consultants and contractors as required.

Maintain and manage the general upkeep of backstage and associated production areas such as lanes and access/egress routes.

Contribute professional expertise to the development of the service within own area of expertise and across the team and division as required.

**Supervision and Management of People
(Numbers and type of staff)**

Various numbers of casual staff.

Creativity and Innovation

Provide basic reports for management and undertake administrative duties as required.

Orders technical hire equipment for incoming companies and arrange for all additional costs to be invoiced accordingly.

Contributes to development and improvement of the venue services.

Contacts and Relationships

Works closely with performing and event companies to ensure their technical requirements are effectively provided.

Regular contact with artists, technical personnel, internal management and staff, staff throughout the Division and Department and elsewhere in the Council, such as property maintenance and Public Safety.

Decisions (Discretion)

Ensures all incoming companies who hire the venues adhere to in-house Technical and Health and Safety Guidelines.

Makes decisions relating to the effective operation of backstage and access areas and provision of services needed to meet the requirements of the incoming companies.

Carries out duties of the post with minimum supervision and responds to problems without recourse to senior management. Advice is available from senior management during normal office hours only.

Decisions (Consequences)

Decisions regarding the delivery of events and performances impact on the quality of the cultural offer and reputation of the City both nationally and internationally.

Resources

Provided with a wide range of production equipment and systems in order to fulfil role, and access to budgets of up to £10K to deliver rental services for events.

Environment – Work Demands

Project management and multi-tasking skills are essential to ensure that all customer requirements are effectively accommodated and performances are managed technically successfully from start to finish.

Good communication and problem solving skills and a commitment to delivering a high standard of customer care are essential.

Environment – Physical

Work is undertaken mainly in the venues, one of which is outdoors, being on stages and related production spaces for 90% of time.

Work is physical using a variety of technical equipment such as lighting and PA systems.

Environment – Working conditions

Uses authorised preventative conservation materials and equipment.

Environment – Work Context

Regular evening/late night and overtime working is required.

Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.

Knowledge and Skills

An HNC level qualification (or equivalent / higher) in a technical discipline is essential.

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Organisation Structure

(attach structure - specific to area of operation).