

<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	Systems and Maintenance Technician
<b>Institution</b>	The Barbican
<b>Department</b>	Theatre
<b>Grade</b>	C
<b>Location</b>	Barbican Centre
<b>Responsible to</b>	Technical Manager (Systems and Maintenance)
<b>Responsible for</b>	N/A
<b>Key Relationships</b>	Internal: Theatre technical team, Wider theatre team, Arts Division teams External: External contractors, customers
<b>Employment Type</b>	Fixed term, Full time

### **Purpose of Post**

The Systems and Maintenance Technician will participate in the day-to-day maintenance, operation and improvement of the Barbican Theatre's technical systems, facilities and infrastructure.

Working closely with the Systems and Maintenance supervisor, the Technical Manager and other members of the technical team, the post holder will provide the highest level of customer service, to both internal and external customers, and will actively seek to promote equality of opportunity in relation to the duties of the post in alignment with the Centre's vision of providing a 'Total Experience'.

### **Main Duties & Responsibilities**

1. To play a proactive role in identifying and undertaking work required to maintain and improve theatre technical systems, facilities and infrastructure. Providing a high level of day-to-day maintenance service across the Theatre Department.
2. To undertake work across disciplines as appropriately- Engineering, electrical, carpentry, plumbing. To undertake training as required.
3. To carry out other duties as may be required by the Systems and Maintenance Manager or Production Manager.
4. To take on a supervisory role as required.
5. To supervise the removal and refitting of auditorium seating units as required.

6. To promote and contribute towards energy savings whenever possible.
7. To foster good working relationships with staff from the Theatre Department and and collaborate with other departments of the Barbican Centre including working with, and for the Barbican Technical, Engineering and Projects Departments as required.
8. To undertake all duties in a safe and professional manner.
9. To carry out any other duties as are appropriate to the grade.
10. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
11. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.

<b>PERSON SPECIFICATION</b>
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<b>Job Title</b>	Systems and Maintenance Technician
<b>Department</b>	Theatre
<b>Grade &amp; Level</b>	<b>C</b> <b>Level:2</b>
<b>Trent Position Number</b>	TBC

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

### **Professional Qualifications / Technical Skills/ Relevant Education & Training**

#### **Essential**

- Proven skills in at least one of the following trades: Engineering, carpentry, plumbing (A), (I))
- Ability to work without supervision and to take initiative (A) (I)
- General awareness of Health and Safety issues (A) (I)
- A good level of physical fitness (I)
- Ability to work at height- training provided (A), (I)
- Ability to communicate effectively and politely with co-workers (I)
- Ability to work on one's own initiative(A) (I)
- Computer Literate (A)
- Ability to address problems and solve technical solutions quickly(A) (I)

### **Experience Required, including Budget Holding Experience (if appropriate)**

#### **Desirable**

Experience in a theatre/arts venue environment  
Experience of teaching/managing casual staff  
Experience in Automated stage machinery

### **Other Relevant Information eg. working hours or desirables (only if applicable)**

Hours: Monday – Friday, 09:00-17:00. Some occasional overtime (evening and weekend work) may be required, for which you would be paid so a flexible approach is a requisite.
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### **Recruitment – Note to Applicants**

***The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.***

***Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.***