



JOB PROFILE

Directorate:	Finance, Governance and Contracts
Service Area:	Loughborough Town Hall
Job Title:	Town Hall Support Technician
Grade:	C
Post Number:	M485
Base/Location:	Charnwood Borough Council Offices
Responsible To:	Technical Manager
Responsible For:	N/A
Key Relationships/ Liaison with:	All departments with the Town Hall. Hirers, external suppliers, community theatre groups, production companies, contractors as and when required.

Job Purpose

- To assist in the smooth running of events and shows held at Loughborough Town Hall with specific focus on the technical and stage aspects.
- Delivery of an effective and appropriate service to all service users, fairly and without discrimination.

Main Duties and Responsibilities

1.	Assist the Technical Manager and Technicians in the setting and staging of shows, performances and events, working closely with the event organisers/show production team.
2.	Ensure that all shows and events are delivered safely in line with the venues H&S policies and procedures.
3.	Ensure show/event technical specifications are delivered to plan.
4.	Be aware of the H&S at work legislation, with specific focus on stage related matters, maintaining an up to date knowledge and understanding.
5.	Undertake any training identified by Town Hall managers as necessary for this role.
6.	Assist with the training of technical support staff and regular users of the stage with regard to good working practice for stage work and Health & Safety.
7.	Assist with room set up for other events being held at the venue.
8.	As a term of your employment, you can be required to undertake such other duties commensurate with you grade, and/or hours of work, as may reasonably be required of you at your initial place of work or at any other of the Authority's establishments.
9.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

10.

The postholder will be required to undertake such other duties commensurate with the grade, and / or hours of work, as may be reasonably be required.

The nature of the work may involve the jobholder carrying out work outside of normal working hours.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Prepared by: Town Hall Manager

Date: February 2022



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	Essential	Desirable
<u>Qualifications</u>		
Mathematics and English GCSE.	✓	
Or		
Audio visual, Health & Safety and Sound/Lighting Certification		✓
Demonstrable experience identified within the section below.	✓	
<u>Experience</u>		
Experience of working in a theatre or equivalent stage space.	✓	
Experience of stage lighting designs, installation, equipment, and control.	✓	
Experience of sound equipment installation and control.	✓	
Experience of show and event delivery dealing with event organisers and technical crew.		✓
<u>Skills / Knowledge</u>		
The ability to converse at ease with customers and provide advice in understandable spoken English is a requirement of the post.	✓	
Knowledge of stage health and safety legislation.	✓	
Knowledge of AV equipment, its installation and operation.	✓	
<u>Interpersonal Skills</u>		
Excellent verbal and written communication skills.	✓	

	Essential	Desirable
Excellent written communication skills.		✓
Positive and enthusiastic nature, able to motivate others including external partners.	✓	
<u>Other requirements</u>		
Flexibility to meet the needs of the post.	✓	
An understand of, and commitment to equal opportunities, and the ability to apply this to all situations.	✓	
Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓	

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