

## Events Technician

<b>Job Title:</b>	Events Technician
<b>Reports to:</b>	Head of Events and Commercial Partnerships
<b>Contract terms:</b>	Casual
<b>Salary:</b>	£14.00 hourly rate
<b>Hours:</b>	As required. Minimum 4-hour call.
<b>References:</b>	All offers of employment are subject to the receipt of satisfactory references

### Background

Brixton House is more than just a cultural space; it is a vibrant community hub where creativity thrives, voices are heard, and everyone is welcomed and celebrated. We invite you to join us in our mission to enrich lives through the power of the arts.

Our vision is to empower the undervalued, unheard, and excluded communities through our creative and cultural spaces. We believe in creating a haven where every voice matters, where stories from all walks of life can be shared and celebrated. Our mission is rooted in the rich and influential history of Ovalhouse Theatre, from which Brixton House has emerged as a dynamic new cultural hub. We are dedicated to presenting and collaborating with voices and perspectives that are often marginalised in mainstream funded culture.

Our commitment to building a strong connection with our community is reflected in our core values:

1. Always be **welcoming** to our international community
2. Be **radical** and progressive in our thinking and activities
3. Be **collaborative** in our ambitions – **nurturing** new relationships locally, and beyond Brixton
4. Most importantly, always **celebrate** our unique identity and growing accomplishments

### Purpose of the role

#### KEY RESPONSIBILITIES

#### MAIN DUTIES

- To undertake the duties of the Duty Day Technician for Tours, Projects and Events at Brixton House and other sites.
- To operate technical equipment for Events within Brixton House's remit.
- To program technical equipment for Events.
- To provide technical assistance for all events, community events and Creative Engagement events at Brixton House.
- To maintain all equipment in the technical Department.
- To lead freelance teams, acting as the Lead technician.

- To assist the Maintenance Technician as needed.

## PRACTICAL

- To lead get-ins, fit-ups and get-outs of projects and events.
- To lead the loading and unloading of vehicles.
- To prepare, install, check, and operate all technical equipment for rehearsals, performance and streaming of events.
- To attend dress rehearsals and Creative Engagement events as required.
- To check against plans, plots, schedules and system diagrams for each event, project to determine equipment requirements.
- To undertake the cleaning, maintenance and testing of technical equipment and areas in accordance with manufacturers recommendations, Brixton House Health and Safety policy and Health and Safety regulations.
- To action any tasks arising from Show and rehearsal reports.

## PLANNING

- Take an active role in the planning of events and projects.
- To work with the Event Sales Manager, Events Manager and Head of Events and Commercial Partnerships to plan events.
- To Work with the Creative Engagement Producer and Head of Creative Engagement to plan and deliver Creative Engagement Projects.
- Produce plans, plots and schedules for each production and event at Brixton House.
- Take an active role in planning a maintenance programme for the technical department.
- Maintain a technical department archive.

## WORKING SAFELY

- Adhere to Brixton House's Health and Safety Policy.
- To use a wide range of technical and work equipment correctly and safely, including access equipment, lifting equipment, rigging, test equipment, hand, and power tools.
- To maintain a tidy and safe workspace
- To supervise the effective and safe working of personnel who are allocated to assist you in your task or project.
- To work safely and confidently at height using a wide range of access equipment.
- To undertake vehicle driving duties as required.
- To undertake routine in-service inspection and testing of all technical equipment utilised by the technical department.

## GENERAL RESPONSIBILITIES

- Adhere to and implement the guidelines, procedures, and policies of Brixton House.
- Play an active role in the life of the company and to work across departments to develop a positive and engaged organisational culture.
- Be aware and comply with rules and legislation pertaining to Health and Safety at Work Act and abide by the procedures as set up in the Brixton House Health and Safety Policy.
- To have a positive attitude to environmental issues. To take a proactive role in the development and action of the Environmental Policy relevant to the technical department and Company as a whole.

## **PERSONAL SPECIFICATION.**

### ESSENTIAL

- A minimum 2-years professional experience working in the technical departments of a performance venue or within the Event, Performance or Creative Industries.
- Proven experience of operating and programming Lighting Consoles.
- Proven experience of operating digital sound desks.
- Proven experience of programming Playback and show control software (particularly QLab).
- A keen interest in technology for performance.
- Demonstrated ability to work to deadlines.
- Ability to fault find technical equipment problems.
- The ability to 'public face' and work with patience and sensitivity with a wide range of people including vulnerable young people and adults from the local community.
- An interest in using the arts with non-professionals.
- Ability to work with external clients, to perform duties in a calm and engaging way. Familiarity with and willingness to work unsocial hours, as is the nature of the entertainment industry.
- Ability to work confidently at height.
- Computer literate.
- Experience of using good Health and Safety practices within the entertainment industry.

## DESIRABLE

- A formal qualification in performance technology.
- Experience of Sound Editing software.
- Experience in Set construction.
- Experience of CAD.
- Experience of lifting machinery in a performance venue.

## **Basic Terms & Conditions**

Place of work will primarily be Brixton House, 385 Coldharbour Lane, Brixton, London SW9 8GL. The standard working days are Monday to Sunday, including out of social hours shifts.

## **How to Apply**

To apply, you should describe what attracts you to this position and provide clear evidence of your ability to meet the criteria outlined in the Job Description.

Visit our website and complete the below:

- Complete the monitoring form
- Upload your CV
- Upload letter of application, no more than two sides of A4, size 12 font

**Deadline:** Weds 16<sup>th</sup> July 2pm application closes

**Interviews:** Weds 23rd July to Friday 25<sup>th</sup> July 2025