



**CHIPPENHAM
TOWN COUNCIL**
Improving the quality of town life

Job Description

Job Title:	Technician/Duty Officer
Reporting to:	Head of Venues
Contract:	Permanent
Hours:	15 hours per week. As required to fit with venue activity, which could be daytime and evening, weekdays and weekends, including Bank Holidays.
Location:	Chippenham Town Hall, Neeld Community and Arts Centre and other Chippenham Town Council venues
Salary:	£15.84 - £16.37 per hour, SCP 18-20

Primary Relationships:

The Venues team including the full time Technician/Duty Officer, and other employees.

Users of the Venues.

Councillors of the Town Council if required to do so.

Suppliers of goods and services for the Neeld Community and Arts Centre if necessary.

Main Purpose of Role:

Technician

Provide lighting, sound, staging and other technical services for productions, performances and events.

Duty Officer

Take responsibility for the smooth running of events/hires at Chippenham Town Council premises.

Main Duties and Responsibilities

Technician

Provide lighting, sound, staging and other technical services for productions, performances and events.

Carry out rigging, focusing, plotting and operation of lighting equipment.

Undertake rigging, programming and operation of all sound equipment and associated systems.

Maintenance of production and technical equipment and systems, including AV equipment, and stock levels as appropriate.

Work with hirers and companies, supporting stage work, including get-ins, get-outs, rigging and operation of specific equipment.

Provide technical support for off-site events (Commemorative events, Fun Days etc.) including the design and execution of lighting, sound and staging.

Liaise with hirers and touring companies and/or the full time Technician to understand technical requirements.

Ensure that safety is a primary concern of all activities and undertake risk assessments for activities, as required.

Liaise with the full time Technician/Duty Officer to ensure all events have the required level of support.

Duty Officer

Liaise with the Facilities Officer and Venues Officer to understand the schedule of activity driving workload.

Communicate with the Halls Team to ensure that the building runs smoothly at all times.

Provide a full efficient and professional welcoming service to all users of the Town Hall and Neeld, including contractors, visitors and groups.

Supervise events and shows as required.

Supervise staff to ensure the venue complies with agreed standards and working practice, highlighting any issues to the Head of Venues.

Ensure all users of the Town Hall and Neeld utilise the spaces in a safe and responsible manner.

Health and Safety/Security

Ensure that any incidents are reported to the Head of Venues or Facilities Officer at the earliest opportunity.

When acting as Duty Officer, be the main point of contact responsible for dealing with the security system company and fire brigade.

Act as a key holder of the building and being responsible for opening and locking up the building when necessary.

Take reasonable care for the health and safety of yourself and any other persons who may be affected by their work and report any hazardous conditions or practices which may cause injury to people or property.

Co-operate with the Town Council to help ensure that all statutory provisions and regulations are complied with including the Health & Safety, Fire Regulations, COSHH and Licensing regulations.

Other Duties

The postholder will undertake any other duties required by the management of the Town Council which are applicable to the grading/nature of the post and which do not change the general character of the duties or the level of responsibility entailed.

Person Specification	Essential	Desirable
Experience		
Experience of working as a Technician in a performing arts venue, including lighting, sound, staging and AV	✓	
Able to work flexible hours including evenings and weekends	✓	
Experience of working in public facing building with a high footfall and both internal and external service users		✓
Experience supervising staff		✓
Knowledge		
Knowledge and experience of health and safety best practice and current legislation	✓	
Knowledge of current industry practice, legislation and standards regarding delivery of technical services for live events	✓	
Skills & Attributes		

Confident in manual-handling/heavy lifting of theatre equipment etc.	✓	
Confident in working at height, climbing ladders etc.	✓	
Able to work as part of a team as well as work independently and on own initiative	✓	
Able to prioritise workload and manage time effectively	✓	
Able to communicate clearly and consistently with all users, especially non-technical users	✓	

Equal Opportunities

Chippenham Town Council aims to be an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias, irrespective of disability, race, religion or beliefs, nationality, ethnic origin, age, sexual orientation, gender or marital status.