

# JUNCTION GOOLE

## JOB DESCRIPTION

<b>POST TITLE:</b>	Technical & Events Manager
<b>LOCATION:</b>	Junction Goole, and at times at Events and Festivals held elsewhere in the local area
<b>RESPONSIBLE TO:</b>	Head of Arts & Culture
<b>RESPONSIBLE FOR:</b>	Close collaboration with colleagues and freelancers. Line management responsibility for freelance technical and creative support.
<b>HOURS OF WORK:</b>	37 per week. The work will include regular evening and weekend working, the grade reflects this requirement and no further enhancements are paid.
<b>GRADE:</b>	SCP 24
<b>JOB PURPOSE:</b>	Responsible for the safe, efficient, and creative technical operation of the venue. This is a hands-on role, supporting productions, events, and hires, while also overseeing the maintenance of technical equipment and ensuring compliance with health and safety standards. The post-holder will play a key role in delivering high-quality experiences for artists, audiences, and community users. As well as delivering the technical operation of the venue (including live events and cinema) the postholder will also take on Event Management responsibilities for events and festivals held off-site (such as Bonfire & Fireworks Display, Christmas Lights and performances in parks/gardens).
<b>ROLE CONTEXT:</b>	This is a hybrid role suitable for a skilled technician seeking to step into management, or an experienced Technical/Events Manager happy to be hands-on in a small, busy venue. The post requires flexibility, initiative, and a collaborative approach, working closely with the Venue Manager, visiting companies, and community groups to ensure all events are delivered to a professional standard.

### **DUTIES / RESPONSIBILITIES:**

#### **TECHNICAL OPERATIONS**

- Provide technical support for theatre productions, live events, film screenings, and community activities.
- Operate and programme lighting, sound, and AV equipment.

- Assist visiting companies with get-ins, get-outs, and technical rehearsals.
- Ensure all technical facilities are presented to a professional standard.

## **MANAGEMENT & PLANNING**

- Plan and schedule technical requirements for productions and hires.
- Manage technical budgets, ordering consumables and equipment as required.
- Oversee casual technicians, freelance staff, and volunteers when necessary.
- Act as Duty Technician for performances, ensuring smooth running of shows.
- Act as Production Manager for Junction Goole's in-house productions – co-ordinating all technical and creative teams, managing budgets, workloads and timelines to deliver productions on schedule.
- Work collaboratively with Creatives, Designers, and Production teams to achieve artistic ambitions within technical and budgetary parameters.
- Take Event Management responsibilities to ensure the detailed co-ordination and safe delivery of events and festivals held in the local area (including but not limited to events that fall under the remit of Junction Goole/Goole Town Council such as Bonfire & Fireworks Display, Christmas Lights, performances in parks/gardens).
- As Event Manager co-ordinate strategic and event planning, acquire all relevant licences and consents, and lead on scheduling and co-ordination of externally appointed teams, delivery partners and suppliers.

## **HEALTH & SAFETY**

- Ensure compliance with current health and safety regulations (including LOLER, PUWER, and working at height).
- Maintain risk assessments and method statements for technical operations.
- Train staff, freelancers and volunteers in safe working practices.
- Ensure any companies using our spaces adhere to safe working practices and the organisation's Health & Safety policies and procedures.
- Maintain up-to-date venue technical specifications and provide to visiting companies.

## **MAINTENANCE & DEVELOPMENT**

- To take responsibility for the maintenance, safe operation, and readiness of all technical systems and equipment, including light, sound, video, cinema, rigging, and stage equipment.
- Carry out routine maintenance and PAT testing of technical equipment.
- Keep inventories of lighting, sound, rigging, and AV equipment.
- Work with senior management to develop and upgrade technical facilities.
- Proactively identify and address technical issues, accurately documenting and reporting faults, and leading on repair and replacement needs.

- Work closely with the Head of Operations to ensure the proper maintenance and usage of the buildings plant and management systems.

## **OTHER**

- To maintain up-to-date knowledge of industry standards, equipment, and working practices, and take an active role in implementing new technologies and approaches.
- To be a designated key-holder for the organisation.
- To contribute to sustainable practices by promoting energy-efficient equipment use and waste minimisation across technical operations.
- Attend Junction and Goole Town Council events as required.
- Attend and contribute to regular Company and Operations meetings.
- Support Goole Town Council marketing promotions (approx. 1 day per month)
- Support the Head of Arts and Culture and GTC Senior Leadership Team in creating and maintaining a positive working culture.

## **OTHER DUTIES**

The above duties and responsibilities do not encompass all the tasks associated with the job, additional duties within the scope of the grade may be reasonably required.

## **RISK MANAGEMENT**

All employees need to have an awareness of risk management and that they are responsible for ensuring that they manage risk effectively in their job, all hazards and risks must be reported to the appropriate Line Manager.

## **POLICIES**

Be aware of and operate in accordance with the Town Council's vision, priorities and values and in line with published policies. Particularly those regarding data protection, health and safety, equality and diversity, safeguarding and climate change. All employees have a duty to be aware of policies, and to comply with their content and workplace rules.

## **FLEXIBILITY**

The postholder will need to be reasonably flexible in their working hours, which may include evening, weekends and bank holiday working on some occasions.

## **PROMOTION**

Maintain a keen interest in all areas of the Council's operations, services and supplies, promoting the positive difference the work of the Council achieves and helping to raise the profile of our work.

## **PERSON SPECIFICATION**

### **ESSENTIAL**

- Experience in theatre or live events technical work (lighting, sound, and stage).
- Working knowledge of industry-standard equipment (e.g., ETC / Strand / Chamsys lighting desks, QLab, digital sound desks).
- Ability to read technical plans and produce lighting/sound plots.
- Strong organisational and problem-solving skills.
- Understanding of UK health and safety legislation relevant to theatre.
- Ability to work evenings, weekends, and flexible hours.

### **DESIRABLE**

- Experience in managing a small team or supervising casual or freelance staff.
- Formal qualification in technical theatre or related discipline.
- First Aid, IPAF, PASMA, or other relevant certification.
- Interest in supporting community and amateur productions alongside professional work.
- Awareness of sustainable technical practices in theatre.
- Understanding of Cinema Content Management Systems, projection management and screenings.