

**ROYAL WELSH COLLEGE
OF MUSIC & DRAMA
COLEG BRENHINOL
CERDD A DRAMA CYMRU**

Job Description

Position: Venue Technician

Grade: C

Salary: £25,804 - £28,778



About

The role

The Royal Welsh College of Music and Drama wishes to appoint a versatile and enthusiastic Venue Technician to assist the Technical Operations Manager in delivering high quality technical support for a wide range of internal and external performances and events.

The Royal Welsh College of Music & Drama (RWCMD) is the National Conservatoire of Wales providing pioneering performance-based training to over 800 of the most talented actors, musicians, stage technicians, scenic designers and arts managers from more than 40 countries. It is also one of Cardiff's most popular arts venues hosting over 500 public performances each year. It is based at the stunning landmark building in the heart of Cardiff, overlooking beautiful, urban parkland just a 5-minute walk to the city centre. Its reputation is built on excellence, and it attracts the very best talent.

RWCMD's performance and event facilities include a 400-seat concert hall, a 180-seat proscenium arch theatre, two fully adaptable black-box performance spaces, and multiple meeting, learning and rehearsal rooms. The college maintains a large stock of technical equipment across all disciplines and is regularly adding current product ranges to stay up to date with the technological advances in the industry. A significant investment has been made in recent years in installed infrastructure for hybrid events, live-streaming, and recording.

The Venue Technician is part of the college's Technical Operations Department, consisting of the Technical Operations Manager, Senior Technicians, Venue Technicians, Casual Venue Technicians and Student Placements. The Venue Technician will assist the Technical Operations Manager in ensuring high quality technical support for all internal and external events and activities within the context of a national vocational performing arts training institution and a receiving arts and events venue. Every role within the department is multi-skilled and we welcome applications from candidates who have strong skills in either LX, Sound, or AV, but hold a working knowledge of the other disciplines. The post-holder will bring experience of working within a busy arts and/or events venue and/or a professional classical music performance environment. We are particularly interested in candidates with a bias towards lighting

About

The college

We are committed to creating a workforce that is representative of society. Currently, people from ethnically diverse communities, those who self-identify as disabled, neurodiverse and transgender, and Welsh speaking individuals are under-represented, so we are keen to hear from candidates from these under-represented groups. The College is committed to its Welsh Language and Culture Strategy will offer support and training for the successful candidate to learn Welsh.

This is a full-time permanent role, irregular working hours. We offer a number of employee benefits including an excellent pension scheme, generous annual leave and opportunities for overtime. [Discover the advantages of working with us.](#)

If you are a successful candidate and this position will be your first professional services role at the College you will be employed by Professional and Support Services Limited, a wholly owned subsidiary of the University of South Wales, which provides services to the University and College. If you are an internal professional services candidate, from the Royal Welsh College of Music and Drama. You will continue to be employed by the Royal Welsh College of Music and Drama. Please contact hradviser@southwales.ac.uk for further questions.

For an informal conversation about this post please contact the Technical Operations Manager, Matt Jones matt.jones@rwcmd.ac.uk

Job position	Venue Technician
Department	Technical Operations
Providing services to	Royal Welsh College of Music and Drama
Grade and salary	C £25,804 - £28,778
	*Appointment will be made to the minimum of the scale
Hours of work	Full time- irregular hours working, including evenings and weekends
Contract duration	Permanent
Reports to	Technical Operations Manager

Job purpose

A versatile and enthusiastic Venue Technician to assist the Technical Operations Manager in delivering high quality technical support for a wide range of internal and external performances and events.

The Venue Technician will assist the Technical Operations Manager in ensuring high quality technical support for all internal and external events and activities within the context of a national vocational performing arts training institution and a receiving arts and events venue.

The post-holder will bring experience of working within a busy arts and/or events venue and/or a professional classical music performance environment.

Key responsibilities

1. Provide effective and efficient technical operation for performances, concerts and events including get-ins, get-outs, fit-ups, sound checks and installations for visiting productions, companies and student performances.
2. To ensure appropriate preparation of venues for College and external bookings including lectures, seminars and master-classes.
3. To assist with the maintenance, repair, and in-service inspection and testing of the college's technical equipment.
4. To perform the picking and returning of technical equipment as specified for productions, events and internal hires, using the college's stock management system, and ensuring good housekeeping of the technical stores.
5. To supervise student technicians involved in the delivery of technical support for events and activities.
6. To carry out all duties in accordance with the College's Health and Safety policies and relevant legislation.
7. To ensure high levels of public safety and customer care.
8. To ensure expenditure of any appropriate delegated budgets are kept within agreed levels.
9. To provide reports and information as may be required in the execution of these duties.
10. To attend departmental and other meetings as required.
11. To act as a first aider (appropriate training will be provided).
12. To undertake any training appropriate to the post.

OUR VALUES

Expert AND Inclusive

Contemporary AND Collaborative

Resourceful AND Responsible

Person specification	
<i>To be able to undertake this role effectively you will need the key attributes and skills outlined below. When completing your application ensure you demonstrate how you meet these criteria:</i>	
1	Ability to work in a well organised and methodical manner; to plan and prioritise work and set and meet deadlines to ensure all performances, events and activities run smoothly. The ability to make considered decisions calmly and sustain an enthusiastic approach under pressure. *
2	The ability to communicate effectively, calmly and diplomatically with artistes, students and event staff. Good communication skills, oral and written. *
3	A demonstrable commitment to contributing to the College's core values of fairness, dignity and respect, and celebrating diversity, equality and inclusion of people from all sectors of society *
4	Experience within a multi-discipline arts and/or events venue. Experience of work in a receiving venue hosting external professional and community arts companies across a range of art forms and/or experience of working in a venue hosting corporate, public and private events. Experience of working in a producing theatre would be advantageous.
5	Hands on technical skills in theatrical/event lighting and/or sound and/or AV, including a knowledge of the technical practices and procedures and maintenance required in a receiving and producing theatre and in a multiple venue/discipline arts and/or events venue. Operation of computer lighting systems, modern digital sound systems and multi-input/output AV systems. Experience of camera operation, performance capture, streaming and video conferencing advantageous. A sound knowledge of current IT applications, both general and theatre based. *
6	Knowledge of Health and Safety and associated regulations in relation to a technical theatre and arts/events centre environment.
7	Experience of frontline maintenance of theatre equipment and facilities, and musical instruments.
8	Either a recognised qualification in the technical field or a related field that supports and develops the skills and abilities for the post or at least two years' relevant experience.
9	Flexibility to work unsocial hours, work at height and to perform appropriate manual handling tasks. *
10	The ability to speak Welsh and/or an understanding of Welsh language is desirable given the College's position in a bilingual nation.

Health Surveillance

To help ensure the health of employees is not adversely affected, and to meet its legal and duty of care obligations, we carry out a system of ongoing health surveillance checks where necessary. Health Surveillance is a legal requirement where work in noisy environments, using vibrating equipment or where hazardous substances are involved and is also necessary where identified by risk assessment. Your role has been identified as requiring health surveillance, therefore arrangements will be made at appropriate intervals for you to partake in the surveillance process. Please note, your cooperation in partaking in the process and allowing us to be informed of the surveillance findings is mandatory.

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Health and Safety

It is your responsibility to familiarise yourself, and comply, with the Royal Welsh College of Music and Drama's health and safety policies and procedures. You must also be fully conversant with your health and safety responsibilities as determined by your role and department and implement these accordingly.

Disability Confident Committed – Offer of an interview

Professional and Support Services Limited is committed to employing a diverse workforce and creating an inclusive environment where staff can be themselves and every person is treated with dignity, fairness and respect. We welcome applicants from diverse backgrounds and communities, especially with regards to age, disability, gender, gender identity, sexual orientation, race and religion or belief. We guarantee that all disabled candidates who meet all the key criteria for the job vacancy they are applying for are offered an interview. Key criteria are identified by * in the person specification above.

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