



Job Title: Technician

Responsible To: Technical Manager

Place of Work: Based at Sheffield City Hall but will be required to work at other sites where the Company operates.

Purpose of the Job

To support the Technical Manager and Duty Technicians to deliver technical services, venue preparation and maintenance. Act as part of the technical team, working directly with clients and the event coordinators to manage the set-up, arrival and departure of all events.

Job Summary:

The Technician will assist the Duty Technician with being the technical point of contact at the Sheffield City Hall. Working directly with clients and the wider SCH team to manage the smooth arrival and departure of all events, ensuring compliance with all venue health and safety policies and regulations.

To provide physical support within the venue, preparing areas for the arrival of all events. Set up, operate, and pack down, rigging, sound, lighting, and AV equipment. Complete room set ups as required, including but not limited to seating, staging and furniture.

Liaise with Facilities contractors regarding the day-to-day building maintenance and provide effective cover on evening and weekends.

The Technician is responsible for operating in house equipment (rota dependant) and will support the Duty Technicians and Technical Manager with planned preventative maintenance, organisation, and procurement of any equipment to facilitate continued development and improvement of the technology within the Hall.

Responsible for the general housekeeping and maintenance of SCH equipment. Ensuring any equipment not in use is stored away in its correct location and that faulty equipment is identified and either safely removed from use or repaired.

Key Responsibilities;

1. Assist in preparing the venue to meet specifications of visiting productions. Liaising with the Technical Manager, Event Coordinators and Duty Technicians regarding the room set up and technical related requirements of forthcoming events.
 2. To supervise casual technical staff complete tasks to deadlines whilst ensuring compliance with current health & safety regulations.
 3. To be a part of the Emergency Response Team in an emergency.
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4. To be actively involved with the technical production of events and concerts, including the installation of equipment with a responsibility for room and event setups. This is to include, but not limited to: staging, seating, furniture, sound, AV and lighting equipment.
5. To support load ins and outs as required. Clearing away and resetting equipment for subsequent events.
6. To be in attendance during events to operate sound, lighting, and AV equipment and to carry out repairs, modification and adjustment as required.
7. Ensure venue's technical equipment is maintained to the required standards and that a preventative maintenance programme for said equipment is in place.
8. Assist in controlling and monitoring of Building Management System (BMS) ensuring maintenance of the building's environmental conditions and provide effective facilities cover on evenings and weekends.
9. To carry out general building maintenance as required, including - lamp replacement, statutory checks, PAT testing and repairs.
10. Stock control of all SCH technical equipment and furniture.
11. To work well as part of the team, working proactively with others, for the benefit of the team and our customers.
12. To keep up to date with current guidelines, procedures and regulations undertaking training as required.
13. To ensure all counter terrorism measures within the venue are adequately implemented and company training and risk mitigations are undertaken.
14. To implement and comply with the company Health & Safety Policy, maintaining the safest possible environment for your colleagues, visiting event staff and customers.
15. To complete area and activity risk assessments and method statements in accordance with company policies. And to comply with all safe systems of work.
16. To undertake any other duties appropriate to the post or assigned by the Technical Manager.

Expected Behaviours

ICAN – Our company culture is built on this ethos. Supporting, helping, offering excellent service to all customers, stakeholders, and colleagues.