



## **JOB DESCRIPTION**

**TITLE:** Senior Technician

**RESPONSIBLE TO:** Technical & Premises Director

As Manchester's venue for children and families, Z-arts is dedicated to inspiring creativity in generations of young people by delivering a broad range of visual and performing arts events, performances, exhibitions, activities, workshops and participatory opportunities. One of the most versatile cultural buildings in Greater Manchester, Z-arts provides a resource to individuals and groups who hire facilities in the venue and this income makes a strategically important contribution to our turnover.

### **PURPOSE:**

To provide technical support services to the organization, and both internal and external customers with due care for Health & Safety; for all events and projects with particular focus on the theatre.

### **HOURS**

The hours of the role are 40 per week but the requirements of the business are such that a high degree of flexibility is necessary, and evening and weekend work will be a required as part of your rota.

### **MAIN AREAS OF RESPONSIBILITY:**

- 1) To assist the Technical & Premises Director in preparation, rigging and operation of a wide range of technical equipment.
- 2) To operate light and sound for events as required by the Technical & Premises Director
- 3) To meet clients to assess their technical needs prior to an event.
- 4) To support the Technical & Premises Director in get-ins and get-outs of companies from the theatre and other spaces at Z-arts.
- 5) To contribute to the effective administration of the technical department by completing necessary reports and paperwork, including risk assessments if required.
- 6) To ensure all technical equipment is maintained in a safe, clean and orderly fashion.
- 7) To ensure the building is legally compliant and working to Approved Codes of Practice by carrying out required checks, as instructed by the Technical Manager.
- 8) Undertake light office equipment/furniture removal and relocation within the building.
- 9) To be in attendance for public performance events as required.
- 10) To provide a welcoming and efficient customer service at all times.

### **General**

- 11) To act as a Duty Manager, designated key holder and IRT (Incident Response Team) member as and when required.

- 12) To work with the entire staff team to support and deliver Z-arts strategic and creative vision.
- 13) To always operate in accordance with Z-arts core values: welcoming, vibrant, inclusive, engaging, forward thinking.
- 14) To understand, actively promote and adhere to Health & Safety legislation and Z-arts' Health and Safety policy.
- 15) To adhere to all Z-arts policies and procedures.
- 16) Any other duties required by the Senior Management Team.

### **GENERAL INFORMATION:**

To comply with legislation covering the activities at Z-arts, it is required that all staff undertake training as directed by their line manager. It is also essential that all staff carry out their duties in a safe manner in accordance with the current Health and Safety at Work legislation.

### **PERSON SPECIFICATION**

#### **Essential**

- 1) At least 1 years' experience working as a key member of a technical department in an arts venue.
- 2) Proven experience in the rigging, operation and maintenance of a wide range of Lighting, sound and AV equipment
- 3) Knowledge of responsibilities under Health and Safety legislation, and experience of ensuring that these are in place within an arts or entertainment venue.

#### **Desirable**

- 1) Knowledge and experience of using the latest technology
- 2) Experience and proven ability to manage budgets, record keeping, IT systems and administration

#### **Characteristics:**

- 1) Ability to exercise initiative and take personal responsibility.
- 2) Ability to work effectively under pressure and deal with conflicting demands.
- 3) Ability to work well in diverse team and cooperate with others.
- 4) A calm manner
- 5) A professional attitude
- 6) Problem solving; interpersonal skills