

# THE GUILDHALL TRUST

**TITLE:** Stage & Technical Assistant

**DEPARTMENT:** Venue Services - Stage

**RESPONSIBLE TO:** Stage & Technical Manager

**HOURS:** 40h per week annualised

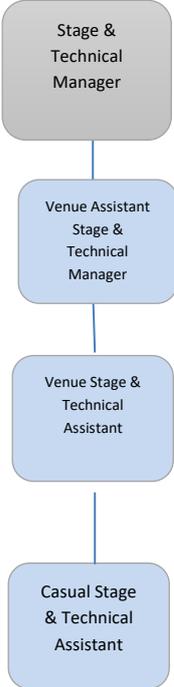
**PAY:** £22-23K per annum

## Purpose of Job

To support the Stage & Technical Manager in ensuring the smooth, safe and efficient running of the of the venue’s day-to-day technical operation, whilst managing and maintaining all technical facilities within the venue.

Work alongside the facilities team with planned maintenance and IT requirements.

## Organisation Chart



## Principal Responsibilities:

Ia	To work on shows and events as scheduled, ensuring that all Health & Safety legislation relating to the stage and its equipment is observed and that all touring and local crew are aware of all requirements and safety procedures. To operate and install equipment and any other tasks as requested by the Technical Manager.	70%
Ib	To assist technical team in maintaining all lifting, electrical and plant equipment within the department. Ensuring safe conditions, and the team is working to current legislation whilst high standards of housekeeping are maintained in all working areas on and around the stage and storage areas.	
Ic	Working closely with the visiting Company and its Stage Management to ensure the smooth and safe operation of each show	
Id	To assist the technical manager and give input to refurbishments and purchases of new equipment. Presenting costings, timescales & business cases.	
Ie	To assist the technical manager with hire of equipment to meet the needs of incoming shows and events.	
2	To work flexibly across the Trust as and when required, to support operational efficiency and cost saving. To be available for training and development to meet the needs of the business.	Up to 30% across a year.

## Dimensions

### Other

The nature of the work undertaken by the post holder will be required to work flexibly to meet the needs of the department and the wider business. This will include some evenings and weekend & Bank holiday work.

### Budget

n/a

### Physical

None

### Location

The post holder will be located at the Guildhall in Portsmouth. You may be required to work on external events should the need arise.

## Context

The Portsmouth Cultural Trust (PCT), now The Guildhall Trust, has been successfully running Portsmouth Guildhall since 2011 on a long lease. The Guildhall is one of the south of England's largest and most established concert halls with 2,000 seats. Artists have appeared there including the Beatles, the Rolling Stones, Pink Floyd to more recent top selling artists including Mumford and Sons, Twenty-one Pilots and Jack Whitehall.

The venue has promoted itself as one of the regions top conferencing and events destinations attracting more than 400 events and room hires each year. PCT have ambitious plans to invest in and develop the Guildhall, to make it one of the UK's top cultural and events venues.

The Guildhall Trust is a charitable trust limited by guarantee. This role requires a candidate who is excellent at customer service, who has a positive attitude and first class communication skills. You will have a confident telephone manner and be able to pick up a brief and satisfy the client. You will be able to be committed to a high level of customer service.

You must be able to work flexibly across the venue as and when required.

## Person Specification

This acts as selection criteria and gives an outline of the type of person the characteristic required to do the job.

Essential: without which the candidate would be rejected

Desirable: useful for choosing between two good candidates

Attribute	Essential	Desirable
Experience	<p>Knowledge and experience of all aspects of technical production, including lighting systems, audio systems, AV, rigging and electrical installation.</p> <p>Demonstrable experience of working in an environment where good customer care is prioritised.</p> <p>Operating sound and lighting consoles/systems successfully and confidently</p>	<p>3 years of experience within the industry</p> <p>Event Rigging</p> <p>Working with High-end conferencing</p> <p>Working on Large concerts</p> <p>maintenance on Audio, lighting, video and special effects equipment</p> <p>working with live Audio or lighting applications for Rock/pop/classical/choirs</p>
Skill/ Abilities	<p>Enjoy working as part of a team in a vibrant and lively environment.</p> <p>Open minded with a willingness to learn and be trained.</p> <p>Excellent communication skills (oral and written).</p>	<p>Experience with computer Networking.</p> <p>Ability to read Cad plans.</p> <p>Good occupational and event health and safety knowledge</p>

	<p>A proactive and professional manner with Great timekeeping, with the ability to prioritise tasks.</p> <p>An ability to present a calm and friendly exterior to the customer and client at all times.</p> <p>Good ICT skills, especially in Microsoft applications</p> <p>Logical and methodical, with the ability to follow instruction precisely.</p> <p>Adaptable, with the ability to use initiative in identifying problems and working with the team to find solutions.</p> <p>Happy to work evenings and weekends.</p>	<p>Full, valid, clear driving license</p> <p>Knowledge of l'acousitcs and LA Manager.</p> <p>Avolites Lighting Desks</p> <p>Laser Safety</p> <p>Use of Pyrotechnics</p>
<p>Education &amp; training</p>		<p>Temporary electrical installation (BS7909)</p> <p>Rigging for the Entertainment Industry</p> <p>Health and safety qualifications (IOSH, NEBOSH, NCRQ)</p> <p>PAT</p>