

# THE GUILDHALL TRUST

**TITLE:** Deputy Buildings and Technical Manager

**DEPARTMENT:** Venue Services - Stage

**RESPONSIBLE TO:** Buildings and Technical Manager

**HOURS:** 40h per week

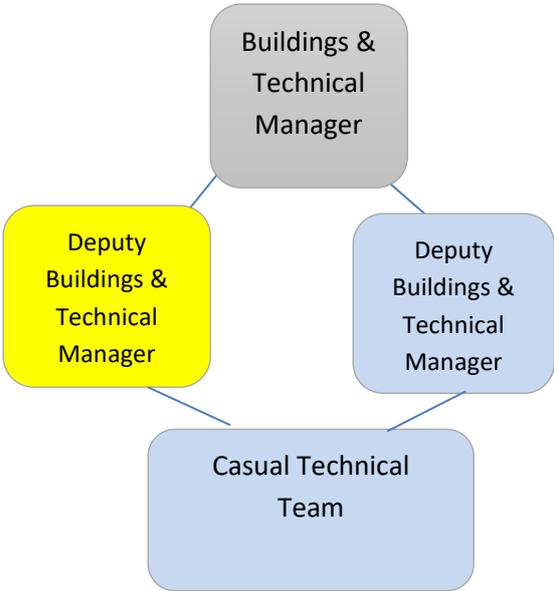
**PAY:** £27,000

## Purpose of Job

To support the Buildings and Technical Manager in ensuring the smooth, safe and efficient running of the of the venue’s day-to-day technical and buildings operation. Supporting in the managing and maintenance of all technical and buildings facilities within the venue.

To assist in maintenance tasks & projects alongside the team within the venue.

## Organisation Chart



## Principal Responsibilities:

1	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.	70%
2	To assist in maintaining all lifting, electrical and plant equipment within the department. Ensuring safe conditions, and that 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.	
3	To oversee and line-manage the casual team. By supervising and directing their work within the department, ensuring they are confident and capable to complete tasks given to them.	
4	To assist the Buildings & Technical manager ensuring checklists are up to date with requests from event organisers and promoters.	
5	To carry out reasonable buildings and maintenance tasks as requested. To support the operational department with maintenance problem solving within service areas and the Health & Safety training of the FOH team.	
6	To contribute ideas to incentivise and energise the team, as well as encourage wellbeing and safe practice.	
7	To ensure weekly checks are completed such as, lighting and consumable stocks, storeroom cleanliness and other health & safety checks requested.	
8	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.
9	To attend meetings with other departments within the venue in the absence of the Buildings & Technical Manager.	Up to 30% across a year.
10	To work & assist within the wider White Rock team, supporting other areas that need operational assistance. Assisting with relevant venue general enquires when needed.	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.

### Physical

This role will require manual handling, including the moving and set up/taking down of technical and stage materials.

### Location

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

## 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	Knowledge and experience of all aspects of technical production, including lighting systems, audio systems, AV, rigging and electrical installation.  Demonstrable experience of working in an environment where good customer care is prioritised.	5 years of experience within the industry
Skill/ Abilities	Excellent communication skills (oral and written).  Great timekeeping, with the ability to prioritise tasks.  Good proven leadership skills and a want to develop the team within their department.  An ability to present a calm and friendly exterior to the customer and client at all times.	Experience with computer Networking.  Ability to read Cad plans  Good health and safety knowledge  Full, valid, clear driving license  Graphic design,

	Good ICT skills, especially in Microsoft applications	Ability to draw floorplans and Rigging plans digitally and manually.
Education & training	Rigging for the entertainment industry	Temporary electrical installation (BS7909)  Health and safety qualifications (IOSH, NEBOSH, NCRQ)