



Craven District Council

Job Description

Job Title: Casual Technician
Grade: Scale 1A
Location: Skipton Town Hall
Reports to: Technical Lead

Job Role

To provide a high quality of technical service and support for the Town Hall Cultural Hub's performances, events, live streams and venue hires, in particular but not limited to the Concert Hall performance space.

It is an exciting time at the Town Hall having recently undergone an extensive redevelopment. With a reimagining of the building's cultural offering and an aspirational programme, we're looking for enthusiastic and technically minded individuals to work within our team.

It is essential that you possess a passion for live performance, theatre and events in addition to strong interpersonal skills, attention to detail and work ethic. While direct venue experience is not a prerequisite, it is desirable.

You will work closely with touring companies, artists, creatives, community groups and the general public.

The role will include evenings, weekends and unsociable hours as well as covering sickness absence and annual leave as necessary.

Duties and Responsibilities

- Set up and stage manage performance and event spaces for in-house performances, events and screenings, in addition to some private hire engagements.
- The operation of relevant technical equipment including lighting, sound and AV.
- Provide technical assistance and advice to incoming crews/companies/hirees both professional and amateur.
- Set up staging/rostra, furniture and other equipment throughout the building. Resetting and clearing performance and event spaces to their original state.
- Assist with carrying out preventative and planned maintenance of technical and theatrical equipment.
- Follow agreed procedures for all aspects of the job or performance. Ensure all equipment is stored safely and accessibly.
- Undertake such other duties related to the work of the Town Hall as may be assigned and which are consistent with the nature of the job, its level of responsibility and within the post holder's technical competence.
- Undertake relevant training and development as appropriate to the role.

Person Specification

Casual Technician

Experience	Essential	Desirable	Verified by
Experience of dealing with customers (both the creatives/crews/community groups and the public) and demonstrating a high level of customer care.	✓		Application Form /Interview
Moving portable furniture e.g. tables, chairs, presentation equipment etc.	✓		Application Form /Interview
Technical experience in a venue or performance environment.		✓	Application Form /Interview
Lighting/Sound Operation and/or Design.		✓	Application Form /Interview
Patching, Rigging and Focusing of Lighting Fixtures.		✓	Application Form /Interview
Patching, Rigging, Balancing of Sound Equipment.		✓	Application Form /Interview
Working at height/climbing ladders and able to do so safely.		✓	Application Form /Interview
Knowledge	Essential	Desirable	Verified by
Knowledge of safe working practices and ability to follow instructions to maintain safe working environment and follow instructions and procedures in accordance with the appropriate Health and Safety policies and procedures.	✓		Application Form /Interview
Understanding the importance of and working in accordance with Risk Assessments.	✓		Application Form /Interview
Qualifications and Training	Essential	Desirable	Verified by
Educated to GCSE level or equivalent.	✓		Application
Computer Literate.	✓		Application
Capable of meeting the minimum Health and Safety training standards, or willingness to undertake relevant training.	✓		Application
Relevant vocational or degree level qualification in theatre/stage/sound/lighting/video.		✓	Application

Skills and Abilities	Essential	Desirable	Verified by
Possess a strong interest in a related field - sound, lighting or AV. Possess a technical mind and creative flair.	✓		Application Form /Interview
Confident in manual handling and heavy lifting, possessing a good level of physical fitness and dexterity.	✓		Application Form /Interview
Ability to undertake preventative and planned maintenance in accordance with relevant schedules and guidance from the Technical Lead.	✓		Application Form /Interview
Possess strong interpersonal skills and enthusiasm.	✓		Application Form /Interview
Ability to work well under pressure and to deadlines. Ability to work unsupervised and on own initiative.	✓		Application Form /Interview
Possess a strong work ethic.	✓		Application Form /Interview
Ability to work as an effective member of a team, supporting colleagues as necessary and contributing to the achievement of the team's objectives.	✓		Application Form /Interview
Flexible approach to problem solving and able to respond to challenges/opportunities as they arise.	✓		Application Form /Interview
Ability to challenge visitors in unauthorised areas, liaise with staff, visitors of the building, respond positively and quickly to requests and complaints.	✓		Application Form /Interview
Willingness and enthusiasm to undertake further training leading to continuing personal development.	✓		Application Form /Interview
Ability to work flexible, unsocial hours including evenings and weekends.	✓		Application Form /Interview

The job description is not a definitive list of tasks. It is designed to give an overall view of the job it is not an indicator of the sole requirements of the work required. It is expected that you will use initiative and develop your own style to achieve the overall purpose. The precise responsibilities may change from time to time in line with the organisational requirements of the Council. Reasonable adjustments will be made to working arrangements to accommodate a person with a disability who would otherwise be prevented from undertaking the work.