

JOB DESCRIPTION

ROLE:	Casual Technician
DEPARTMENT:	Technical Production Department
REPORTS TO:	Technical Manager
CONTRACT:	Casual
HOURLY RATE:	£13.75 per hour (plus 12.07% to compensate for untaken annual leave entitlement)

ROLE SUMMARY

As part of the Belfast Waterfront and Ulster Halls' (BWUHs) Technical Production Department you will be responsible for providing technical services to events within the BWUH's venues. You will ensure the highest levels of delivery for all sound elements across all events, maintaining and developing the BWUH venues to ensure it retains its reputation as world-class venues.

Reporting to the Technical Manager.

Working with the Head of Production, Production Managers and the Technical Manager.

The company is committed to its vision to be world class and create an environment in which our people will continue to grow and play their part in building business tourism, live entertainment and events to deliver socially, culturally and economically for Belfast and Northern Ireland. All employees are expected to commit to the company values of "Do It Right, Do It Now".



Customers First: We always put our customers first.

One Team: We own shared goals as one team and support each other's growth.

Environment: We protect our environment and keep ourselves and others safe.

Respect: We treat each other with respect at all times.

Pride: We work with pride, purpose and urgency.

Driven: We are driven by our pursuit to be world class.

Structured: We take a structured approach - plan, do, check, act.

Unique: We are proud to be unique and original.

GENERAL

- Overseeing the delivery of all Technical Production requirements/services and setups necessary to support all events.
- For the innovative and creative design/planning of Technical Production elements, the ability to work with other teams across the Technical Production department and have an understanding of multiple disciplines.
- To be able to work flexibly across all venues of BWUHs to ensure the necessary high standards of Technical Production service delivery are achieved and exceeded.

Technical Duties:

- To ensure the event purpose and outcomes desired by the client are delivered using creative and innovative technical solutions to meet or exceed these requirements.
- To oversee the operation of technical equipment during events, ensuring a standard acceptable to clients, artists, performers, and the public.
- To assist in ensuring that adequate provision is maintained on site of any associated technical materials, including consumables and equipment used in the delivery of technical services across all Events.
- Using the in-house equipment check-in / check-out tools to ensure constant tracking and allocation of equipment. Any defective equipment to be reported via the app.
- Rig and operate a complete technical set up for a conference in the small flat floored halls. e.g., this includes setting up to 8 microphones (including radio mics), simple generic lighting to top table and lectern and set up PowerPoint presentation from a computer through a small desktop projector any other equipment that may be used as technology develops.
- To assist the Technical Manager & Production Managers in developing and maintaining a core inventory and stock control system of all equipment, consumables and supplies used within the Halls and be responsible for the storage of such item.
- To keep informed regarding new technical developments within the industry and to assist Technical Manager & Production Management in developing the appropriate business cases regarding the adoption and acquisition of such developments to the Halls.
- When required to work in all roles of the department such as AV, Sound, Lighting and Stage Management.

Service Delivery Duties:

- Work in close contact with the client or the client's production company during events and will work from information supplied to them by the Production Manager in the form of a technical sheet to ensure customer requirements are met and delivered in a timely and cost-effective manner.

- To assist in providing creative/ innovative responses to non-routine problems to ensure a satisfactory and timely resolution and to undertake such other relevant duties as may from time to time be required.
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- To implement and comply with all BWUHs policies, processes and procedures particular as they apply to the technical aspects of event delivery and to undertake duties in such a way as to enhance and protect the reputation and public profile of the BWUH's and the city council.
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- To undertake such other relevant duties as may from time to time be required.

Health & Safety Duties:

- Responsible for maintaining safe working practices during the build, open and de-rig of events in the halls.
- Ensure that the standard of presentation and equipment is maintained at the venues. Reporting all defects of equipment or the building structure to the facilities department.
- To assist the Production Managers in monitoring the work and conduct of all technical production staff, external production company staff and others whilst in the Halls' or their environs and to ensure they conform to agreed event and current health and safety regulations concerning safe working practices.

KEY RELATIONSHIPS

Internal

- Head of Production
- Technical Manager
- Production Management
- Technical Production Staff
- Event Management

External

- Clients
- Subcontractors
- Visiting Artists/Performers
- Touring Production

PERSON SPECIFICATION

Competencies

Applicants must be able to demonstrate the following competencies which may be tested at interview:

Working Together

- **Collaboration:** the ability to establish effective working relationships with their own team, across all services and with external clients and promoters.
- **Communication:** the ability to give clear oral instructions and operational information to the production team and the ability to complete standard forms and reports for managers.
- **Team working** ability to work collaboratively with other technical staff, client, external contractors and performers

Working Professionally

- **Technical:** a high degree of technical competence and an excellent knowledge of setting up specialist technical and other stage management equipment effectively in event production.
- **Ambassador:** a positive attitude with enthusiasm for the role and working environment and acts in line with the organisation's values,
- **Customer care:** an awareness of the importance of responding appropriately to the needs of internal and external customers, and the ability to deal with the public and others in a professional and helpful way.

Working to Deliver

- **Health and safety:** an understanding of the importance of health and safety legislation and procedures in high-risk situations and a full understanding of all precautionary procedures specifically as it applies to technical production, for example, working at height, rigging pyros etc.
- **Analysis and decision-making:** the ability to make operational decisions that contribute to achievement of operational targets whilst dealing with the pressures of live events.

Essential Criteria

Qualifications

Applicants must:

- 5 GCSEs (Grades A-C) or the equivalent qualifications

Essential Experience

Applicants must have:

- At least 5 years' experience in a Technical Production related position in a professional environment
- Must have 2 years' experience of operating technical equipment within the events industry
- Must have 2 years' experience of operating mobile access equipment.
- Must be able to demonstrate programming and system configuration across all technical elements including Lighting, Sound, Audio Visual and Stage.

- Excellent interpersonal skills.
- A good basic level of numeracy and literacy.
- An understanding of Health and Safety requirements in within a technical environment.
- Excellent attention to detail in all areas.
- Excellent computer literacy skills

Desirable

- Degree or equivalent professional qualification in an applicable field.
- IOSH or NEEBOSH Qualification (copy of certificate to be included within the application form)

Shortlisting criteria

BWUH reserves the right to shortlist only those applicants who have demonstrated the appropriate level of experience as noted in the Job Description.

BWUH Ltd treats personal data collected during the recruitment process in accordance with the organisations data protection policy. Information about how your data is used and the basis for processing your data is provided in the BWUH Ltd applicants' privacy notice, a copy of which is available on our website.

To Apply

To apply for this post, please send your CV and a copy of the monitoring form by email to BWUHrecruitment@waterfront.co.uk

The applicant should highlight on their CV details relating to the criteria set out above.

Please note that it is the applicants' responsibility to ensure that his or her CV and supporting documents are submitted by this closing date and time.

This recruitment ad will remain open. Applications will first be processed on week commencing Tuesday 2nd May and then at 2-week intervals.

BWUH Ltd. will make all reasonable efforts to accommodate applicants who are unavailable on the specified interview date, but it is under no obligation to do so.