

JOB TITLE:	Production Technician
RESPONSIBLE TO:	Chief Operating Officer
RESPONSIBLE FOR:	n/a
KEY RELATIONSHIPS: (Internal)	Chief Operating Officer, Head of Facilities, Technical Staff, Head of Programming, Junior Promoter, Venue Management team
KEY RELATIONSHIPS: (External)	Tour Managers, Artists, touring engineers & crew, suppliers
SALARY:	£24000-£26000 dependent on experience
HOURS:	37.5 hours per week inc. evening and weekend working
PERIOD OF CONTRACT	Permanent
HOLIDAY ENTITLEMENT:	28 days p/a including bank holidays
PROBATIONARY PERIOD:	3 months
NOTICE PERIOD:	4 weeks

SUMMARY

This is a key post as part of the event production team of Inner City Music Ltd, the operators of Band on the Wall – a busy live music venue and educational facility.

The venue is equipped with an L’Acoustics dv-dosc PA System and Soundcraft Vi3000 Sound Desk, brand new lighting rig, audio, and AV studios (both primarily with an archiving function) and digital archive display.

The Production Technician will be responsible for general upkeep of all technical infrastructure, in association with the Chief Operating Officer and the Head of Facilities.

They will have responsibility for assisting the Programme & Events Department with the technical advancing and delivery of all events booked into Band on the Wall and all other events / promotions organised by Inner City Music Ltd. This will include contacting tour / production / technical personnel prior to the event, collating technical information, including technical specifications, stage plans and channel lists, and compiling all relevant information into the organisations operational database. They will liaise with external promoters / hirers regarding the safe technical delivery of events within Band on the Wall.

KEY TASKS

Events

- To manage the technical production of all events in the venue, ensuring that all plant and equipment is operated in the appropriate manner.
- To liaise with both internal and external artists, clients and promoters regarding technical riders and requirements - working to achieve the highest standards for all events. The post holder will be expected to be present, as principal sound engineer, at approximately 3 events per week. However, there may be times when there is a greater or lesser requirement for attendance at evening events.
- To liaise with the COO and Venue Manager regarding the set up of equipment, furniture etc for all internal and externally promoted events and room bookings.
- To set levels and initiate recordings from the FoH console to the audio studio, if, as and when required.

Technical and Building Services

- To manage the technical service rotas.
- To adhere to all the budgets for technical services in consultation with the COO and Head of Facilities.
- To be responsible for overseeing both planned and reactive maintenance programmes for all technical equipment, including sound, light, recording and audio-visual equipment with the Head of Facilities.
- To manage all stock of technical consumables.
- To ensure that all relevant licences, health and safety legislation and other statutory regulations are maintained and adhered to.

Health and Safety

- To fulfil a key role in the management of health and safety at work; to act to ensure that the policy and procedures are fully implemented.
- To always ensure that the technical services team act in compliance with health and safety regulations and licensing and building control regulations.

- To ensure that outside contractors and promoters, and their staff, using the venue comply with our health and safety policy.

Confidentiality

- To adhere to Policies and Procedures on confidentiality and the management and sharing of information.

Equal Opportunities

- To actively promote an Equal Opportunity Policy. To help promote a working environment where all employees are valued as individuals and are encouraged to fulfil their potential.

Training and Development

- To emphasise the importance of development in the workplace. To actively encourage a learning environment and development within others. To be proactive about own continuous professional development.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Skills and Abilities	<ul style="list-style-type: none"> • Live event production skills • Up to date knowledge of technical production (e.g.lighting, sound, video, rigging) • A strong instinct for teamwork • Ability to work to deadlines • High levels of accuracy and attention to detail • Ability to remain calm under pressure 	<ul style="list-style-type: none"> • Proficient in Microsoft Outlook, Word and Excel • Some understanding of DANTE • Knowledge of Soundcraft Vi and L’Acoustics systems • Knowledge of Chamsys lighting desks • Understanding of backline equipment
Experience	<ul style="list-style-type: none"> • Setting up and operating sound for live music productions, conferences etc. • Working from technical specifications • Working in a music venue 	<ul style="list-style-type: none"> • Experience of managing budgets • Advancing of productions • Booking freelance staff
Personal attributes	<ul style="list-style-type: none"> • Ability to work flexibly and independently 	<ul style="list-style-type: none"> • Passion for music

	<ul style="list-style-type: none">• First-class organisational skills including the ability to work to deadlines and prioritise a heavy workload	
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Review Arrangements

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. This information may be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

The post will be reviewed at three months, a further probation period may be required, if this is the case the post holder will be informed in writing after the review.

Band on the Wall is founded on the principles of equity, equality, diversity and inclusivity. All job applications will be given equal consideration and we particularly welcome applications from black and minority ethnic and LGBTQ+ candidates, and those with disabilities, as these groups are underrepresented in our sector.

Please note that racist / sexist and any other intolerant actions or language will not be permitted by the organisation and would be seen as completely inconsistent with our company philosophy.

Band on the Wall is a Disability Confident Committed Employer. If you are disabled and your application meets the minimum criteria for the post, we guarantee you an interview.

Deadline for applications: Friday 12th August 9am
Interviews: Week commencing 22nd August