



**Job Title:** Duty Technician

**Responsible To:** Technical Manager

**Place of Work:** Based at Sheffield City Hall but will be required to work at other sites where the Company operates.

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### **Purpose of the Job**

To support the Technical Manager to deliver technical services, venue preparation and maintenance. Act as part of the technical team, working directly with clients and event coordinators to manage the arrival and departure of all events.

Provide an electrically biased service to event clients and ensure that all connections and equipment set ups are electrically and mechanically safe meeting current electrical and safety standards.

To supervise technical staff to ensure completion of tasks by given deadlines.

To act as Duty Manager when required.

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### **Job Summary:**

The Duty Technician is technical point of contact at the Sheffield City Hall. Working directly with clients and the wider SCH team to manage the smooth arrival and departure of all events, ensuring compliance with all venue health and safety policies and regulations.

To provide physical support within the venue, preparing areas for the arrival of all events. Set up, operate, and pack down rigging, sound, lighting, and AV equipment. Complete room set ups as required, including but not limited to seating, staging and furniture.

To be in attendance during events to provide reactive technical support.

The Duty Technician is responsible for operating in house equipment (rota dependant) and will support the Technical Manager with planned preventative maintenance, organisation, and procurement of any equipment to facilitate continued development and improvement of the technology within the Hall.

To assist the Technical Manager with the training of technicians and casual technicians ensuring their continual development in accordance with company policies.

Responsible for the general housekeeping and maintenance of SCH equipment. Ensuring any equipment not in use is stored away in its correct location and that faulty equipment is identified and either safely removed from use or repaired.

Liaise with Facilities contractors regarding the day-to-day building maintenance and provide effective cover on evening and weekends.

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**Key Responsibilities:**

1. Assist in preparing the venue to meet specifications of visiting productions, including assisting with advancing events. Liaising with the Technical Manager and Event Coordinators regarding the technical related requirements of forthcoming events.
2. Provide an electrically biased service to event clients and ensure that all connections and equipment set ups are electrically and mechanically safe meeting current electrical and safety standards.
3. To supervise technicians and casual technical staff.
4. To act as Duty Manager (rota dependant) and be a part of the Emergency Response Team in an emergency.
5. To be in attendance during events to operate sound, lighting, and AV equipment and to carry out repairs, modification and adjustment as required.
6. To be actively involved with the technical production of events and concerts, including the installation and operation of equipment with responsibility for room and event setups. This is to include, but not be limited to: staging, seating, furniture, AV or lighting equipment, as appropriate and to support load ins and outs as required. Clearing away and resetting equipment as necessary for subsequent events.
7. To liaise with all hirers and provide technical support for their event, giving advice on design and operation.
8. Ensure venue's technical equipment is maintained to the required standards and that a preventative maintenance programme for said equipment is in place.
9. To liaise with appropriate departmental managers, organisations and local authorities ensuring compliance with regulations and to ensure all necessary certification is achieved.
10. To have a comprehensive understanding of the limits of the Sheffield City Hall rig and liaise with production and house riggers to establish their loads and points, advise on house rigging policy.
11. Assist in controlling and monitoring of Building Management System (BMS) ensuring maintenance of the building's environmental conditions and provide effective facilities cover on evenings and weekends.
12. To carry out general building maintenance as required, including - lamp replacement, statutory checks, PAT testing and repairs.
13. To complete area and activity risk assessments and method statements in accordance with company policies and comply with all safe systems of work.
14. Stock control of all SCH technical equipment and furniture.
15. To work well as part of the team, working proactively with others, for the benefit of the team and our customers.
16. To keep up to date with current technology, guidelines, procedures, and regulations, undertaking training as required.
17. To ensure all counter terrorism measures within the venue are adequately implemented and company training and risk mitigations are undertaken.
18. To implement and comply with the company Health & Safety Policy, maintaining the safest possible environment for your colleagues, visiting event staff and customers.
19. To support the technical manager in updating venue technical specifications & information.
20. To assist with the training and development of the technical team members, ensuring their continual development in accordance with Company policies.

21. To undertake any other duties appropriate to the post or assigned by the Technical Manager.

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**Expected Behaviours**

ICAN – Our company culture is built on this ethos. Supporting, helping, offering excellent service to all customers, stakeholders, and colleagues.