

The main focus of the role is to manage and maintain the technical equipment of Stanley Arts; whilst also providing technical lighting, sound and broadcast support for events. The role also includes being the point of contact for external enquiries related to the technical facilities available on site.

The **Senior Venue Technician** will support the **Events & Operations Manager** and **Senior Venue Director** in their planning of the technical support for the events programme. The **Senior Venue Technician** may also be asked to support the **Events & Operations Manager & Venue Director** in managing the non-events building services; i.e. electrical, heating and lighting - when time allows.

Key Responsibilities

- Act as Duty Technician, providing lighting, sound and broadcast support for events.
- Manage and maintain technical equipment.
- Carry out monthly equipment log & basic maintenance as required.
- Lead on event technical support for lighting, sound and broadcast services.
- Book freelance staff for events, alongside the **Events & Operations Manager**.
- Respond to building user technical enquiries via telephone or email.
- Keyholder with lockup responsibilities when the last person onsite.
- Carry out other tasks as required by the **Events & Operations Manager & Venue Director**, in line with the overall role aims.

Technical Services

- Keep the venue Asset list up to date; logging and labelling all new equipment on arrival.
- Update the Asset List when equipment is relocated around the building.
- Keep technical equipment in good working order.
- When time allows, carry out PAT testing of equipment and small electrical items across the site.
- Recommend technical equipment sundry purchases to the **Events & Buildings Manager & Venue Director**.
- Provide input to the planning process for future technical infrastructure investments to the **Events & Operations Manager & Venue Director**.

Events

- Support the lighting, sound and other technical needs of external events bookers & building users in a friendly & helpful manner across the venue.
- Support the lighting, sound and other technical delivery of events that are part of the Stanley Arts artistic programme.
- Ensure the safe operation of all technical equipment to appropriate standards.
- Ensure the correct operation of all technical equipment to minimise damage to the equipment.
- Promptly report any faults or broken equipment to the **Events & Operations Manager**.
- Keep all backstage and non-public areas clean and tidy, with all walkways and passages clear.
- Keep technical storage areas well ordered, with all equipment clearly labelled and stored in the correct location.
- Ensure all technical equipment is put away in the correct storage location and secured at the end of EVERY event to prevent theft or damage.

Duty Management

- When required, lock up the site securely, ensuring intruder alarms are on and the fire alarm system is fully operational.
- When required, be responsible for the overall running building. .

Building Services

- When time allows, support the **Events & Operations Manager &/ Venue Director** in ensuring the building heating system, electrical system, data system, CCTV, building intruder alarm and fire systems are functioning, and recommending when maintenance contractors need to be employed.

Terms and Conditions:

Pay:: **£25,000k per annum**

Hours: **Full time - 42.5 hours per week**
(Hours include lunch breaks etc. This post requires flexible working, including evening, late night & weekend work on events.)

Holiday: **Holiday entitlement - 238 hours / 28 days per day.**
(This holiday entitlement includes Public Holidays, though work on Public Holidays may be required, if so, the Employee's holiday entitlement may be taken at another time.)



Job Title: Senior Venue Technician
Responsible To: Events & Operations Manager

Applications:

If you're interested in the position, please send your CV & cover letter to Amie, the **Events & Operations Manager**, amie@stanleyarts.org. Applications will close on Monday 31st January, with interviews to commence the first week of Feb.

The main focus of the role is to manage and maintain the technical equipment of Stanley Arts; whilst also providing technical lighting, sound and broadcast support for events. We are looking for an enthusiastic individual who is looking to join a growing organisation and be part of an exciting team.

Key Responsibilities

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CHECK OUT THE FULL JOB DESCRIPTION on the get-involved page of the Stanley Arts website.

Hours: Full time (42.5 per week)

Wage: £25,500k PA

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