

JOB DESCRIPTION

Job Title:	Events Technical Manager
Department:	Events & Production
Grade:	Grade 5

SUMMARY OF DUTIES AND RESPONSIBILITIES:

- Responsibility for technical operation within the Conservatoire's Performance facilities.
- Lead the technical provision in the delivery of live events, performances and Workshops across the Conservatoire.
- Responsible for ensuring the security and maintenance to the highest standard for all the Conservatoire's technical equipment and for ensuring that a comprehensive inventory is kept of all relevant equipment
- Act as Duty Manager for public concerts and events as required.

REPORTS TO:

Head of Live Events Production.

STAFF RESPONSIBILITIES FOR:

Events / Systems Technician / Casual Technical staff

DUTIES:

The role-holder will:

- To lead the getting in, fitting up and running of performances, and the getting out of productions including Set, Lighting, Sound and Musical Equipment either within existing 'internal' venues or at other 'external' locations as required.
- To ensure that performance spaces are prepared and maintained to the highest standards, reporting and organising the repair of any equipment faults as appropriate.
- To ensure that the Conservatoire's technical equipment (including access equipment) is maintained to the highest standards, trouble-shooting, cleaning, servicing and liaison in the arrangement of testing (P.A.T) appropriate equipment as required.
- To set up audio-visual, multimedia, recording or sound and lighting equipment throughout the Conservatoire as required.

- To ensure that all customers receive prompt, high quality technical support and service, demonstrating the correct use of facilities as required, with liaison with academic staff as appropriate.
- To ensure that all equipment, both touring and owned by the Conservatoire, is operated safely, with due attention to Health & Safety and Licensing legislation.
- To participate in the planning for the Events and Production Team and to be jointly responsible for the implementation of those plans.
- To rota the technical staff in the most cost effective, time efficient manner practicable, and monitor/ review worked hours.
- To liaise with the Head of Live Event Production in the control and application of staffing and equipment budgets, ensuring the proper administration of all procedures.
- To ensure that systems are operated to deal with the correct recording of staff hours worked, to comply with the requirements of the Working Time Regulations.
- Ensure that any procurement of items is undertaken in accordance with financial processes.
- To act as Duty Manager on public concerts and events as required.
- To ensure that maintenance is planned and executed on a rolling programme basis. To ensure that all maintenance staff are adequately trained, supported and supervised, with an appropriate, agreed schedule of work, always following the agreed Safe Working Practices and abiding by Health & Safety Legislation.
- To ensure the smooth and professional operation of performance areas, most notably “The Venue”. To play a key role in the Venue’s operation, attending team meetings as required and ensuring that visiting artistes experience a friendly, professional working environment in which they may perform to the best of their ability.
- Responsible for ensuring that the Health & Safety systems and procedures that cover the operation of the Technical Team are kept up to date and regularly reviewed.
- To ensure compliance with all relevant aspects of Health & Safety Legislation and that all statutory fire precautions and regulations are observed.
- To liaise with the Head of Live Events Production to ensure that both personal and departmental training needs are assessed.
- Ensure a continued high level of awareness of innovation and change in technical music and theatre industry.
- To ensure that the highest standards of housekeeping and cleanliness are maintained in the technical areas of the College.

- To participate in the Conservatoire's performance management and appraisal processes.
- Any other reasonable duties commensurate with the level of the post, which may be required from time to time.

NOTES:

1. *Duties will inevitably develop and change as the work of the conservatoire changes to meet the needs of its service. Employees should therefore expect periodic variations to role descriptions, and Leeds Conservatoire reserves this right. This role description will be supplemented on a regular basis by individual objectives derived from conservatoire strategies.*

GENERAL TERMS AND CONDITIONS OF POST	
Duration of Role:	Permanent
Working Hours:	37 hours per week
Salary:	Grade 5 - £28,226 to £30,813 PA
Safeguarding	Enhanced DBS required for this role
Notice Period:	2 months
Probation Period	5 Months
Pension Scheme:	Eligible to join the West Yorkshire Pension Fund
APPROVAL OF JOB DESCRIPTION - LCM	
Compiled By:	Hiring Manager
Compilation Date:	May 2024