

# Person Specification

<b>Job Title:</b>	Event Technical Manager
<b>Department:</b>	Live Events Production

Key

E = Essential Criteria for Post  
D = Desirable Criteria for Post  
A = Application Form  
I = Interview

R = Reference  
T = Test  
C = Certificate/Documentary Evidence

CRITERIA	E/D	HOW MEASURED				
		A	I	R	T	C
<b><u>Qualifications &amp; Attainments</u></b>						
<ul style="list-style-type: none"> <li>2 'A' levels or equivalent qualifications in a relevant subject area (<i>demonstrable relevant work experience may be considered in lieu of qualifications</i>)</li> </ul>	E	✓				✓
<ul style="list-style-type: none"> <li>Certificates in: <ul style="list-style-type: none"> <li>PASMA</li> <li>IPAF</li> <li>Portable Appliance Testing</li> </ul> </li> </ul>	D	✓				✓
( <i>or willing undertake training in these areas in post</i> )	D	✓				✓
<ul style="list-style-type: none"> <li>HND or equivalent in a relative subject area</li> </ul>	D	✓				✓
<ul style="list-style-type: none"> <li>Fully qualified First Aider</li> </ul>	D	✓				✓
<b><u>Experience &amp; Knowledge</u></b>						
<ul style="list-style-type: none"> <li>Proficient in performance venue technical management practices, operating methods and techniques</li> </ul>	E	✓	✓		✓	
<ul style="list-style-type: none"> <li>Demonstratable underpinning knowledge and experience of Lighting systems, Set up, programming and operation to a high standard</li> </ul>	E	✓	✓		✓	
<ul style="list-style-type: none"> <li>Demonstratable underpinning knowledge and have past experience of mixing live sound in a performance setting to a high standard</li> </ul>	E	✓	✓			
<ul style="list-style-type: none"> <li>Demonstratable underpinning knowledge and have past experience of recording live sound in a performance setting or studio to a high standard.</li> </ul>	E	✓	✓			
<ul style="list-style-type: none"> <li>Substantial experience of working in a relevant performance environment</li> </ul>	E	✓	✓			
<ul style="list-style-type: none"> <li>Possess an awareness of IEE regulations</li> </ul>	E	✓	✓			
<ul style="list-style-type: none"> <li>Experience of managing or supervising staff</li> </ul>	E	✓	✓			
<ul style="list-style-type: none"> <li>Demonstratable knowledge of current Health and Safety legislation and regulations relating to LOLER, PUWER PATs, COSHH</li> </ul>	E	✓	✓		✓	
<ul style="list-style-type: none"> <li>Experience of operation of both fire and intruder alarm systems</li> </ul>	D	✓	✓			
<ul style="list-style-type: none"> <li>Must demonstrate understanding of noise at work legislation</li> </ul>	E	✓	✓			

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		A	I	R	T	C
<b><u>Skills &amp; Competencies</u></b>						
• Excellent interpersonal skills, being approachable, diplomatic, discreet and professional in dealing with colleagues, students and occasionally, the public	E	✓	✓	✓		
• Demonstratable knowledge of fault finding and solving issues with Electrical, Lighting and Sound systems.	D	✓			✓	
• Desire to deliver a high quality service to the customer	E	✓	✓	✓		
• Possess and demonstrate excellent practical and safe technical skills i.e. rigging / focussing LX, sound rigging, mixing and other stage / performance area techniques	E	✓		✓		
• Ability to work efficiently and effectively under competing demands (sometimes in full view of an audience)	E	✓	✓			
• Ability to effectively communicate both orally and in writing with people at all levels	E	✓	✓			
• Ability to safely carry out strenuous manual activities on occasion as required e.g. the movement of equipment.	E		✓			
• Ability to Work at height to carry out relevant tasks of the role.	D	✓	✓			
• Ability to lead and / or work as part of a team, displaying excellent self motivation	E	✓	✓			
• Possess and demonstrate good organisational skills	E	✓				
<b><u>Values &amp; Ethos</u></b>						
• Commitment to the College's support and promotion of Equality and Diversity	E		✓			
• To be conscientious, punctual and reliable	E	✓	✓	✓		
<b><u>Work Circumstances</u></b>						
• Prepared to work Sundays/ Overtime in line with the requirements of the service	E	✓	✓			
• Flexibility with regard to hours of work (post holder will be required to work 37 hours per week between 8.30am and 11.00pm, over 5 days Monday-Saturday)	E	✓	✓			