

JOB DESCRIPTION

Job Title:	Production & Events Technician
Department:	Events & Production
Grade:	Grade 3

SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. To be responsible on a day-to-day basis for the safe, smooth and secure technical operation within Leeds Conservatoire's Performance facilities.
2. To be responsible on a day-to-day basis for the various maintenance and testing regimes within LC.
3. To assist the Production Manager in the setting up of productions during productions weeks at venues across Leeds and in the conservatoire and carry out working notes on the productions

REPORTS TO:

Technical Manager

STAFF RESPONSIBILITIES FOR:

Supervision of Casually Employed Events Technicians

DUTIES:

The role-holder will:

- To carry out all duties with regard to the provision of amplified sound for events and performances i.e. sound design, safe rigging and mixing of the sound to a very high standard using the in house consoles and for events and performances (and occasionally equipment brought into the Venue either by LC or third parties).
- To carry out all duties with regard to lighting productions i.e. basic lighting design, safe rigging, and focusing of lighting units. Operating consoles for events and performances.
- To ensure that LC performance spaces are prepared and maintained to the highest standards, re-lamping house and emergency lighting systems in order that they be kept as near as possible to 100% working capacity, reporting any equipment faults as appropriate.
- To assist in the smooth and professional operation of LC performance areas, most notably the Venue. To play an active 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.

- To participate and, if required lead, the getting in, fitting up, the running of performances and the getting out of productions either within existing 'internal' venues or at other 'external' locations as dictated by the operation of the Company.
- To carry out work under the direction of the Production Manager, relating to productions by Conservatoire Actor & Actor/Musician and Musical theatre courses involving rehearsal set ups, Set construction and alterations. Setting up Qlab systems and show files. And collecting items required for the performance from suppliers and stores.
- To assist in ensuring that LC's technical equipment is maintained to the highest standards, troubleshooting and repairing any faults that may arise with the associated equipment, reporting when required to the Technical Manager on all technical and operational aspects of relevant equipment, with due attention to Health & Safety and Licensing legislation.
- To assist in ensuring compliance with all relevant aspects of Health & Safety Legislation and that all statutory fire precautions and regulations are observed.
- To assist in ensuring that the necessary documentation required to comply with all aspects of Health & Safety Legislation e.g. Method Statements, Safe Working Procedures, Risk Estimates L.O.L.E.R, C.O.S.H.H. etc are obtained or compiled.
- To ensure that all clients/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 set up audio-visual, multimedia, recording or sound equipment throughout LC as required.
- On occasion to facilitate student access to Music Technology, Multimedia and associated facilities, liaising closely with academic staff if necessary.
- To liaise with the Technical Manager to assist in ensuring that personal training needs are assessed. To co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in the conservatoire appraisal & development scheme.
- To attend technical seminars, conferences, trade shows etc. representing LC, ensuring a continued high level of awareness of innovation and change in the technical music and theatre industry.

- To assist in ensuring that the highest standards of housekeeping and cleanliness are maintained in the Technical and storage areas of the conservatoire.
- Any other duties commensurate with the level of the post that are essential for the effective operation of the service.

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.*
2. *Where an applicant is, or becomes, disabled (as defined by the Equality Act 2010) and informs the conservatoire fully of their requirements, reasonable adjustments will be made to the role description wherever possible.*

GENERAL TERMS AND CONDITIONS OF POST	
Duration of Role:	Permanent
Working Hours:	37 hours per week; 5 working days in 7, generally Monday to Friday
Salary:	Grade 3 - £24,671 with progression to £25,822 PA
Notice Period:	1 months
Probation Period	10 Months
Pension Scheme:	Eligible to join the West Yorkshire Pension Fund
Special Conditions of the Post:	Required to participate in occasional evening/weekend events as necessary. Completion of an Enhanced DBS check
APPROVAL OF JOB DESCRIPTION - LC	
Compiled By:	Head of Live Events and Production
Compilation Date:	May 2025