

# PERSON SPECIFICATION



<b>Job Title:</b>	Production & Events Technician
<b>Department:</b>	Live Events Production
<b>Summary of Duties &amp; Responsibilities:</b>	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

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

R = Reference  
 T = Test  
 C = Certificates and Documentary Evidence

CRITERIA	E/D	HOW MEASURED				
		A	I	R	T	C
<b><u>Qualifications &amp; Attainments</u></b>						
1. Minimum standard of 'A' level or equivalent in a relevant subject area	E	✓				✓
2. Health & Safety training	D	✓	✓			
3. Fully qualified First Aider	D	✓				✓
4. HND or equivalent in a relative subject area	D	✓				✓
5. UK Driver's License	D					✓
<b><u>Experience &amp; Knowledge</u></b>						
6. Must be proficient in performance venue technical operating methods and techniques	E	✓	✓		✓	
7. Must have experience of working in a live performance environment.	E					
8. Experience of working in a producing theatre context across all forms of technical work.	D	✓	✓			
9. Possess awareness of current Health and Safety legislation applicable to a creative/performance environment.	E					
10. Possess an awareness of IEE regulations	D		✓			
11. Possess an awareness of current recording studio working practices.	D	✓	✓			
12. Experience of operation of fire alarm systems.	D		✓			
<b><u>Skills &amp; Competencies</u></b>						
13. Excellent interpersonal skills, being approachable, diplomatic, discreet and professional in dealing with colleagues, students and occasionally, the public.	E		✓			
14. Ability to demonstrate activity and skills to other team members, and to identify appropriate training and development for themselves and the wider team.	E		✓			
15. Possess and demonstrate excellent practical and safe technical	E	✓	✓			

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CRITERIA	E/D	HOW MEASURED				
		A	I	R	T	C
skills i.e. rigging / focussing LX, sound rigging, mixing and other stage / performance area techniques						
16. Ability to work efficiently and effectively under competing demands (sometimes in full view of an audience)	E		✓			
17. Ability to effectively communicate with people at all levels	E		✓			
18. Ability to safely carry out strenuous manual activities on occasion as required e.g. the movement of equipment	E		✓			
19. Ability to work as part of a team, displaying self-motivation and leadership when needed.	E		✓			
20. Possess and demonstrate good organisational skills	E		✓			
21. Ability to Work at Height and unsociable hours when required	E		✓			
<b>Values &amp; Ethos</b>						
22. Commitment to the conservatoire’s support and promotion of Equality and Diversity	E		✓			
23. To be conscientious, punctual and reliable	E		✓			
24. Commitment to safeguarding young people and other vulnerable groups	E		✓	✓		
25. Commitment to continuously improving the quality of the customer experience	E		✓			
<b>Work Circumstances</b>						
26. Ability to participate in evening/weekend events when required	E	✓	✓	✓		
27. Possess a UK Driving Licence	D	✓				✓

APPROVAL OF PERSON SPECIFICATION – LCM	
Compiled By:	Matt Young
Compilation Date:	May 2025
Approval By SMC:	