

# Venue Technician



Job Description  
Person Specification

March 2019

**G Live** is one of 12 venues within HQ Theatres & Hospitality's (HQT&H) current portfolio of regional theatres and concert halls. HQT&H currently manages 18 auditoria on behalf of local authorities, with capacities ranging from a 200 seat arts centre to a 2,400 seated/standing theatre. Last year HQT&H programmed a total of 2,354 shows which attracted attendances of over 1.5 million.

HQ Theatres & Hospitality (HQT&H), the UK's second-largest venue operator, is a division of Qdos Entertainment Ltd, one of the largest entertainment Groups in Europe.

Located in the heart of the prosperous Guildford town centre, G Live is a remarkably flexible venue capable of accommodating the varied needs of professional touring shows and local community organisations, as well as being a vital linchpin within Guildford's business and leisure tourism offer. The Main Hall is a highly flexible space with a seated capacity of 1,031 rising to 1,700 in standing format. It has class-leading acoustics, excellent technical facilities and is highly accessible. The venue includes the Bellerby Studio and the Glass Room (both 100 capacity) and a range of meeting and function rooms.

- Employment type:** Part time
- Salary:** £18,500 pro rata per annum £13875 actual plus TMA
- Hours:** 30 hours per week, including evening, weekend and Bank Holiday working.  
Overtime will be paid, when available, up to 40 hours per week.
- Work location:** You will be based at G Live, London Road, Guildford and may be required to travel to and work at other HQT&H venues. Approved travel expenses will be reimbursed.
- Purpose of the role:** As a key member of the Technical Team, the post holder will be responsible for assisting with the preparation of, setting up and a variety of operational duties in respect of the diverse range of productions and events staged by professional and amateur companies, as well as the routine maintenance of the facility, as directed by the Technical Manager
- Our ideal candidate:** We are looking to appoint a multi-skilled Technician to ensure a smooth running, efficient and safe working environment for all staff and visiting companies, to assist with building maintenance and to strive to offer the best possible service to all users of G Live.
- For an informal discussion contact:** Simon Michalak, Technical Manager  
01483 739040 [smichalak@glive.co.uk](mailto:smichalak@glive.co.uk)
- Closing date:** Friday 5<sup>th</sup> April 2019 at 5pm
- How to apply:** Complete the HQ Application Form available at [glive.co.uk](http://glive.co.uk) and submit with a covering letter to [applications@glive.co.uk](mailto:applications@glive.co.uk). Tell us why you think you are suited to this role, why it interests you and how we'll benefit from having you on board!  
Enclose a CV too if you wish.

**REPORTING**

You will report to the Technical Manager.

**KEY ACCOUNTABILITIES**

Key Accountabilities of the Post are to:

- With other members of the Technical Team, contribution as required to the achievement of G Live's Business Plan and its relevant targets and objectives.
- Assist the Technical Manager with the management and supervision of the G Live pool of technical casuals to ensure that all events are appropriately staffed.
- Assist the Technical Manager with the keeping of records of maintenance work and stock checks, so as to ensure that stock levels are appropriate and monitored.
- As part of the technical team ensure that the highest level of professionalism is achieved in the staging of all events at G Live. The post holder will work closely with visiting companies and artists both professional and amateur and be fully conversant with their stage and technical requirements. The post holder will ensure that the technical department deliver first class standards of customer care to all internal and external clients.
- As part of the technical team the post holder will be responsible for the operation of all technical and building systems including sound, lighting, rigging, power and flying equipment.
- The post holder will assist visiting performers and companies with the get in of all staging and electrical equipment. Assist in the provision of all technical services including but not limited to rigging and focusing of lights and any additional sound installations as required.
- At the conclusion of performances and events, the post holder will assist in the breakdown and get out of all staging and equipment.
- When required, the post holder will assist with staging and production duties. To stage manage, deputy stage manage or stage crew for a wide variety of productions. To include get ins, fit ups and get outs.
- At the conclusion of events and performances, ensure all technical and stage areas are clear of personnel and performers. Ensure that all areas are clear and secure and all equipment is intact.
- The post holder will abide by relevant health and safety and licensing requirements and will also ensure all visiting performers and personnel conform to these requirements and that good housekeeping procedures are adopted. The post holder will also assist the Technical Manager in the creation and implementation of relevant Health & Safety and licensing related policies and procedures.
- Assist the Technical Manager in the day to day maintenance for G Live, including managing contractors, plant equipment, fixtures and fittings etc. To meet subcontractors and ensure a

satisfactory quality of work and their compliance with our Health and Safety policy and legal requirements

- To advise and assist companies on production matters at pre-event planning meetings and on the day of the event
- To maintain stage, lighting, sound and other equipment as required. Including fault diagnosis and repair, PAT testing etc.
- To act, when required, as Duty Fire Officer during performances ensuring the safety of Performers, staff and patrons
- General building maintenance of the venue, to include (but not restricted to) lamp rounds, fire checks, general painting etc.
- Set up function rooms, furniture and AV equipment as required.
- To be a designated key holder and to undertake and ensure the safety and security of the building as required.

## **OTHER DUTIES AND RESPONSIBILITIES**

The post holder will:

- Ensure all duties are carried out in accordance with departmental and company Health & Safety procedures.
- Dress in accordance with Company uniform policy and wear protective clothing as issued, if applicable.
- Attend meetings as required.
- Undertake any relevant training and development that may be required and keep abreast of developments in his/her field of expertise.
- Carry out any other duties as required from time to time, taking into consideration the grade of the post and the capabilities of the post holder.

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

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**PERSON SPECIFICATION**

In order to be considered for this post you will need to evidence and demonstrate:

**Essential**

- A good team player
- A working knowledge of get ins and get outs, with a comprehensive understanding of building sets, rigging and operating lighting and sound systems.
- Working knowledge of rigging systems, including counterweights, hemp, winches, trusses and chain hoists including electric and manual types.
- An understanding of electrics including single and three phase heavy mains.
- A working knowledge and understanding of technical health and safety.
- Ability to use Microsoft Word, Excel, Outlook and PowerPoint.

**Desirable**

- The ability to use power tools, and work on general building maintenance
- An understanding of fire safety including previous experience of the operation of fire alarm panels.
- An understanding of security requirements in a technical environment.

**Personal**

- The role includes regular manual handling, lone and assisted lifting tasks to facilitate the movement of equipment and sets on and off tour vehicles.
- A flexible attitude and willing to work to meet programming requirements, including evenings, weekends and banks holidays as required.
- A willingness to undertake developmental opportunities