



## **Job Description**

**Job Title:** Senior Technician

Responsible to: Deputy Production Manager

### **Bristol Beacon**

Run by Bristol Music Trust, and known as **Bristol Beacon**, we were established in 2011 to run the South West's largest concert hall and promote musical excellence, creative learning and engagement. We announced our new name in September 2020. Bristol Beacon is a symbol of hope and community. A focal point for music and a place of welcome, warmth and light.

Our vision is to unite people through the joy of live music. We achieve this through a diverse programme of inspirational musical experiences, which offers something for everybody and encompasses music of all genres including classical, jazz, folk, world, rock, and pop, as well as local choirs, orchestras, and schools.

As an organisation increasing in national importance, we have developed our creative learning and engagement work on an unparalleled scale. Our specialisms include working with underrepresented communities, including 2,500 young people with disabilities and in care. As the Music-Education-Hub for Bristol, we deliver the National-Plan-for-Music-Education to all children aged 4-18, inspiring 39,000 children in 150 schools, special schools, and youth groups every year. Our community led programme, in partnership with The National Foundation for Youth Music and Paul Hamlyn Foundation, works with children under five from low-income families, adults in social isolation/with dementia, children in care/care leavers and community musicians.

In 2023 we will open our newly refurbished concert halls in central Bristol with a new Music Education Centre in the cellars. This will be a completely new space dedicated to music teaching and incorporating a new performance space aimed at young people and emerging artists.

### **Operations**

Operations as a whole is responsible for ensuring that Bristol Music Trust's resources and activities are managed effectively to deliver the work of our Programme, Commercial and Creative Learning and Engagement teams both within our 2 sites – Bristol Beacon and Beacon Music Centre - and at any external venues we work in. The team is also responsible for ensuring that appropriate controls are in place to meet all legal and regulatory requirements.

The Production Manager heads the Production Office which sits within the Operations Team headed by the Chief Operating Officer. The Production Office sits alongside the Facilities Team which is responsible for looking after the buildings and facilities and planned and reactive maintenance, health and safety, housekeeping (site management and presentation standards), and environmental sustainability. The

Production Manager and Facilities Manager report to the Operations Manager who is responsible for the overall running of the operational areas in Bristol Beacon to achieve high building and performance standards.

The whole Operations Team works closely and collaboratively with other departments (Marketing, Programme, Box Office, Creative Learning and Engagement & Development) to ensure a professional approach and enhance the experience of our customers - audiences, clients, promoters, artists, and all other users of our spaces and our services.

### **Production Office**

The Production Office includes the Event Coordinators, Artist Liaison, the Artifax Coordinator, the Front of House team and the Technical team. The Production Office is responsible for delivering all events at Bristol Beacon and Beacon Music Centre, including all genres of live music, comedy, commercial events, community and Music Education Hub events.

The Production Manager and the Production team are required to work flexibly according to the business requirements of the organisation, working a shift pattern which includes evenings, bank holidays and weekends.

The Technical team provides high quality lighting and sound production, design and recommendations for all our events. The team are responsible for delivering quality and innovation as well as being responsible for high standards of health and safety, risk assessments, sourcing equipment, maintenance and customer and client interaction.

### **Purpose of Job**

The Senior Technicians are experienced members of the Production Team and provide comprehensive technical support to the Artistic Programme, Commercial and CLE (Creative Learning and Engagement).

They are technical experts and take a senior role in the operation and maintenance of the technical facilities of Bristol Beacon's spaces, and ensure the technical provision for our full range of events, from large to small scale. They are able to work within a fast paced events environment and provide support, guidance, supervision and reassurance to other staff, share expertise and knowledge, be calm under pressure, multi-task and provide a first-class level of customer service.

### **Key Responsibilities**

#### **Planning**

1. Working within the production team ensure event requirements are fully understood and related costs are recorded on Artifax (Event Management Software)
2. Assist the Technical & Deputy Production Manager to plan and advise on the delivery of the technical elements for events, including lighting, sound, audio-visual, rigging, staging and furniture.
3. Produce technical drawings and plans where required using Vectorworks.
4. Provide advice and quotes for customers interested in hiring Bristol Beacon's technical equipment.
5. Work with external promoters and touring staff as needed and build excellent external and internal client relationships.
6. Using the inventory management system, HireHop ensure that all required technical equipment is booked for events.
7. Source production equipment from external rental suppliers and raise purchase orders as necessary.
8. Book freelance technicians and crew as required.

9. Record information for invoicing and event settlements on Artifax.
10. Attend regular production meetings.
11. Produce risk assessments as required.

### **Equipment Maintenance**

1. Carry out equipment maintenance and PAT testing.
2. Maintain and test emergency technical systems in line with licensing and safety requirements.
3. Carry out repairs where required and ensure all technical production equipment is maintained to a high standard, as expected of a world-class venue.
4. Keep current and maintain specialist audio, video and lighting software & firmware.
5. Record all equipment faults, repairs and maintenance in HireHop.
6. Arrange repair of faulty equipment by specialist providers where necessary.
7. Carry out regular stock checks ensuring inventory levels recorded in HireHop are accurate.

### **Technical Delivery**

1. Accurately pick equipment from the technical stores as required for events.
2. As duty technician production manage the delivery of events, ensuring events are set up and run safely.
3. Competently set up technical equipment for events, including lighting, sound, audio-visual, rigging, staging and furniture.
4. Operate lighting, sound or audio-visual equipment for events as required.
5. Supervise and ensure that all performance users comply with electrical and safety regulations.
6. Supervise technical colleagues, freelance staff and crew, sharing expertise and knowledge.
7. Edit recorded audio and video content using specialist software such as Adobe Premier and Logic
8. Provide exceptional customer service to clients, touring personnel and internal customers.

### **Other Duties**

1. As part of the Technical Services Team help ensure all spaces are safe, tidy and welcoming.
2. Model professionalism at all times, wearing Bristol Beacon issued uniform and PPE as required.
3. Be responsible for locking and unlocking premises as required.
4. Provide advice on the purchase of equipment and consumables.
5. Drive Bristol Beacon's van as required.
6. Assist other Operational staff in the event of a fire alarm activation. Investigating the source of the activation and assisting with evacuations.
7. On a day-to-day basis comply with the Policies and Procedures of Bristol Music Trust.
8. Carry out any other duties that may reasonably be required.

### **Employee Specification**

**Essential** – The role holder **must** have the following **Core** and **Additional Role Specific** competencies:

#### **Core Competencies**

##### **COMMUNICATION**

- Is able to exchange detailed and more complex information to a broader range of staff.
- Conveys and receives information effectively and builds positive working relationships.
- Accurate standard of written and verbal communication.

##### **ADAPTABILITY/FLEXIBILITY/PROBLEM SOLVING**

- Is receptive or contributes to new ideas and approaches and adapts accordingly.
- Ability to adapt, handle conflicting priorities and deal with unusual incidents.
- Calm under pressure, able to bring a calm approach, reassure others and multi-task

#### CUSTOMER SERVICE

- Understands customer/client needs and provides customer/clients satisfaction.
- Is able to give timely advice in response to enquiries from customers/clients and direct team members accordingly.
- Builds excellent external and internal client relationships.

#### TEAMWORK

- Has the ability to work effectively as part of a team.
- Covers others and has consideration of others needs and skills.
- Acts in a supportive manner to the team, is able to reassure and provide guidance to other members of the team

#### PLANNING & ORGANISATION

- Provides work on time and to required standard.
- Plans a wide range of tasks, including complex ones.
- Able to organise own time effectively, create work schedules, prepare in advance and set realistic timescales.
- Responds positively to changing priorities and can re-plan accordingly.

#### **Role Specific Competencies**

##### TECHNICAL

- Experience of technical production management
- Experience of creative professional lighting design and operation
- Experience of professional sound mixing and PA system configuration
- Understanding of live streaming and video conferencing events.
- Knowledge of temporary electrical installations and BS 7909 standards.
- Experience designing and building temporary stage structures.
- Knowledge of IT networking for audio, video and entertainment lighting applications
- Ability to rig technical equipment and build temporary stage structures safely.

##### PROFESSIONAL

- Relevant technical/professional qualifications in lighting and/or sound (or equivalent experience)
- Good IT skills and recent experience of the use of IT packages (Microsoft Excel, Word, Powerpoint and Outlook in particular).
- Experience and knowledge of working at height.
- Experience of working in a fast paced events environment, working on large scale live music events in a multi-space venue.
- Able to direct activity, share knowledge and expertise and provide guidance, reassurance and supervision to others.

##### HEALTH & SAFETY

- Has a working knowledge (theory and practice) of Health & Safety regulations, requirements and guidance including electrical safety, and maintenance of portable and fixed electrical equipment.
- Good understanding of manual handling hazards and correct lifting procedures.
- Good knowledge of electrical theory. (BS 7909)
- Knowledge of Health & Safety in audio and visual production.
- Understanding of rigging safety, lifting operations and lifting equipment (LOLER).
- Knowledge of public safety and licensing requirements.
- Be able to compile risk assessments for a range of different event-related activities.
- Able to supervise Health & Safety of others to work safely.

## NUMERACY

- Is able to understand spreadsheets, process numerical information and communicate this information to other key members of staff.

## Desirable

- Appreciation of all forms of entertainment.
- Valid IPAF 3a/3b operator license.
- Recognised Health and Safety qualification (IOSH, NEBOSH or NCRQ)
- Experience with Dante audio networking
- Experience in portable appliance testing.
- Knowledge of Vectorworks Spotlight software
- Be over 25 and have a full driver's license

## Special Conditions

This role requires the post holder to work flexibly across the week to complete their duties, and we will roster this role to work alternative or additional days (including evenings, weekends and bank holidays) to meet the requirements of your role, and these hours will be agreed in advance in accordance with the requirements of the Bristol Music Trust.

## Occasional Duties

The post holder will carry out any other duty that is reasonably required.

Your usual place of work is Bristol Beacon, Central Bristol or Beacon Music Centre in Southmead, but you may be required to work at other locations that are reasonably placed, including external venues.

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Date created / modified: March 2023

Created by: Deputy Production Manager, Production Manager and BMT HR

Approved by: BMT HR

## **Outline of Terms and Conditions:**

Role:	Senior Technician
Salary:	£27,927.00 per annum
Contract:	Permanent
Hours:	Full-time, 37 hours
Annual Leave:	24 days leave plus bank holidays, increasing by one day each year to 29 days after 5 years of continuous service
Probationary Period:	6 months
Pension:	Bristol Music Trust operates a Salary Exchange (salary sacrifice) Pension Scheme with a 5% employer contribution, subject to a minimum 4% employee contribution

## Application Procedure

To apply please complete our application form and equal opportunities monitoring data on our StaffSavvy recruitment portal, outlining your experience and skills against the employee specification for the role, and describing why you would like to be part of our team to [hr@bristolbeacon.org](mailto:hr@bristolbeacon.org)

If you have questions around the role or would like a conversation around how your experience is transferable to this role, perhaps because you are from an underrepresented background or haven't worked in the arts before, we can offer a mentor conversation to assist your application, please get in touch with Alison Williams, People Manager [alison.williams@bristolbeacon.org](mailto:alison.williams@bristolbeacon.org)

Reasonable adjustments will be made for applicants, please let us know if you have any needs.

Disabled applicants who meet the essential criteria for the role, will be offered an interview.

The closing date for applications is **9.00am on Wednesday 26 April 2023**

*Bristol Beacon recognise, respect and value individual difference. We are committed to the wellbeing of our staff and to being an Equal Opportunities employer and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce.*