



## Job Description

Job Title: Technician

Responsible to: Senior Technician

### Bristol Beacon

Bristol Beacon is a music charity, renowned venue and award-winning music education hub. We're here to help make space for music every day, with everyone. We do this through a remarkable programme of live music performance, participation and education. Our vision is to unite people through the joy of live music, and believe that doing so has the power to create a better society for all of us.

Part of Bristol's cultural heritage for 150 years, Bristol Beacon has hosted some of the world's greatest musicians from Ella Fitzgerald to The Beatles to London Symphony Orchestra. We strive to be a symbol of hope and community, a focal point for music and a place of welcome, warmth and light.

Operated by Bristol Music Trust since 2011, in 2018 we embarked on a major capital transformation of our venue to create a world-class concert hall for the city and region, with accessibility and inclusion at its core. Hailed as one of the most significant investments in cultural infrastructure in the UK in recent times, we reopened in November 2023 with a programme that included landmark commissions, celebrations of Bristol artists and performers, star names in music and comedy, and a blockbuster Orchestral season. With an ambitious ongoing programme of concerts, gigs, festivals, conferences and more, and with new spaces dedicated to education and talent development, we anticipate hosting 800 events and welcoming 400,000 visitors per year from across Bristol, the Southwest and internationally.

As an organisation we are equally and increasingly recognised nationally for our work to grow music education and participation. 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 lead 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 Transformation Promise programme is backed by strategic funding partners and includes working with children under five from low-income families, adults in social isolation/with dementia, children in care/care leavers and community musicians.

We are showing further sector leadership through our sustainability commitment to become the first UK concert venue to achieve Net Zero.

We achieve all of this through the work of our vibrant and dedicated staff team. We aspire to

reflect the city of Bristol and its people; we value individual difference and place great importance on inclusion, wellbeing, and staff engagement, so that our team can be their best selves at work.

### **Technical Team**

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.

The Technical team is led by the Technical Manager/Deputy Production and Events Manager and the team includes:

X 4 Senior Technicians  
X 4 Technicians

The Technicians are line managed by a Senior Technician

### **Production Office**

Led by the Production and Events Manager and the Deputy Production and Events Manager / Technical Manager, the Production Office includes the Event Coordinators, 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 this role) all genres of live music, comedy, commercial events, community, and Music Education Hub events.

The Production and Events Manager and the rest of the Production team work flexibly according to the business requirements of the organisation, and the majority of staff work 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 Role**

The Technicians are members of the Production Team and provide comprehensive technical support to the Artistic Programme, Commercial and CLE (Creative Learning and Engagement) teams. They operate and maintain the technical facilities of Bristol Beacon's spaces, including providing technical support for external events, ensuring a first class service is provided for the customer.

### **Key Responsibilities**

#### **Technical Delivery**

1. Accurately pick equipment from the technical stores as required for events.
2. Competently set up technical equipment for events, including lighting, sound, audio-visual, rigging, staging and furniture.
3. Operate lighting, sound or audio-visual equipment for events as required.
4. Ensure that all performance users comply with electrical and safety regulations.

5. Edit recorded audio and video content using specialist software such as Adobe Premier and Logic
6. Provide exceptional customer service to clients, touring personnel and internal customers.

### **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.
6. Carry out regular stock checks ensuring inventory levels recorded in HireHop are accurate.

### **Other**

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 the FOH Team 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

- 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 handle conflicting priorities, and deal with unusual incidents.

##### 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.

##### 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.

##### PLANNING & ORGANISATION

- Provides work on time and to required standard.
- Plans a wide range of simple tasks, or a small number of 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 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.
- 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.

### 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.

### 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.
- Knowledge of IT networking for audio, video and entertainment lighting applications
- Recognised Health and Safety qualification (IOSH, NEBOSH or NCRQ)
- Experience with Dante & L-Acoustics networked systems
- Experience with sACN DMX lighting networking systems
- Experience with NDI & Live Streaming tools (Vmix, Blackmagic)
- Experience in portable appliance testing.
- 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.

## Place of Work

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: February 2025

Created by: Technical Manager | Deputy Production & Event Manager, Production & Events Manager and BB HR

Approved by: BB HR

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

Role:	Technician
Salary:	£27,295.00 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 our People Team [hr@bristolbeacon.org](mailto:hr@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 Monday 7<sup>th</sup> April 2025

*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.*