

# Job Description



<b>Job Title</b>	Technician
<b>Department</b>	Music
<b>Grade</b>	C                      Level 2
<b>Location</b>	Barbican Centre – Concert Hall
<b>Responsible to</b>	Technical Supervisor
<b>Responsible for</b>	N/A

## Purpose of Post

The Technician will work in close co-operation with the Stage and Technical Management Team and the Technical Supervisors to affect the delivery of the Barbican's events to one international standard. They will prepare, rig and operate sound, lighting, audio-visual, projection and staging equipment in order to meet the level of technical service required by the daily operational schedule of the Barbican Centre.

## Main Duties & Responsibilities

1. To work closely with the Management Team and Technical Supervisors to ensure that each event is prepared and executed to the Promoter's and Music Department's satisfaction. This includes effective communication with the Schedulers and Managers to address any technical needs and issues.
2. To deliver any reasonable request of a Promoter or Music Department Manager on the day of the event. To communicate the happenings of the event to the Duty Stage Manager for proper recording on the performance report.
3. To maintain the upkeep and safety of the Barbican Concert Hall, Conference Auditoria and all other technical areas.
4. To prepare, rig and operate lighting, sound, audio-visual, staging and projection equipment in order to meet the level of technical service required by the daily operational schedule of the Barbican.

5. To be able to design and take a creative approach to Lighting, Sound and Video.
6. Assisting with the set-up and operation of the Barbican television gallery and cameras.
7. Carrying out preventative maintenance and repairs on the equipment held by the Music Department or Barbican Centre, as directed or as found necessary in the course of duty. To record all pertinent information on the maintenance reports.
8. Carrying out statutory tests and inspections as directed.
9. Providing technical advice and guidance to all clients of the Barbican to enable them to obtain the optimum levels of performance quality.
10. To provide for any reasonable requests of the promoters or Music Department management on the day of the event in a positive manner and to communicate all requests to the Stage Manager to be recorded on the performance report and technical show report.
11. Completing occasional reports as may be required by the Management Team and Technical Supervisors.
12. When allocated, attend programming and production meetings to determine lighting, sound and AV needs/designs of assigned events and to be responsible for the proper communication of all information as set by the Management Team.
13. Maintaining and observing all current Health & Safety codes of practice. To attend and participate in the departmental H&S committee as required by the Management Team and the Technical Supervisors.
14. Ensuring near miss and accident reports are completed in conjunction with the Management Team and Technical Supervisors.
15. To foster good working relationships and communication with all Barbican departments and contractors.
16. To carry out any other duties as may be required by the Management Team.
17. To conduct all activities taking account of the City of London's Equal Opportunities' policy, ensuring that all clients, contacts, students and employees are treated fairly and with dignity and respect. To promote the City's commitment to equality and diversity.
18. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.

# Person Specification



<b>Job Title</b>	Technician
<b>Department</b>	Music (Barbican Centre Concert Hall)
<b>Grade &amp; Level</b>	C                      Level 2
<b>Trent Position Number</b>	Technician

Please find below the key skills, experience and core behaviours required to undertake this post.

## **Professional Qualifications/relevant education and training**

### **Essential**

- The candidate should have a proven track record of working in a multi-disciplinary arts venue or proven equivalent experience, for instance touring on a professional standard.(A), (I), (T)
- Knowledge on professional level in operation of the leading brands of sound consoles and AV equipment.(A), (I)
- Live experience in operating lights, sound or AV on classical or contemporary music events, commercial events and/or theatre (A), (I)
- Knowledge of statutory Health & Safety Regulations and a conversancy with changing industry practices are critical, as is good hearing, good colour vision and an ability to work at heights.(A) (I)

## **Experience Required**

### **Essential**

- Eager to learn, to gain additional skills and developing technologies possibly outside their field of specialism.(I)
- Comfortable with working in a team, and expressing a can-do attitude, even under challenging circumstances.(I)

- Good interpersonal and organisational skills are vital, so as to converse with both artists of international status and commercial clients at boardroom level.(I)
- Highly developed literacy, numeracy and technical skills are required to operate equipment correctly.(A)
- A solid working knowledge of relevant industry standards of lighting data transmission, including appropriate fault-finding skills.(A), (I)
- A solid working knowledge of projection and AV control equipment setup and operation, including appropriate fault-finding skills.(A), (I), (T)

#### **Desirable**

- The candidate should display an active interest and knowledge of the entertainment industry.(A),(I)

#### **Technical Skills**

- Experience in working with medium to large generic and moving light systems, and large PA systems. Experience in setting and lining up projectors and professional playback equipment if field of specialisation is AV (A), (I), (T)
- Experience in technical maintenance of equipment. (A), (I), (T)

#### **Other relevant information eg. Working hours or desirables (only if applicable)**

- This post will be required to work unsociable hours. (weekends, evenings and overnight shifts)
- Scheduling will take place on a shift-based system.
- Overtime might be available for hours worked beyond 35 per week.

#### **Recruitment – Note to Applicants**

*The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.*

*Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.*

# Summary of Terms and Conditions of Employment



This summary is given as a guide and is not intended to form part of an individual's contract of employment.

## **Salary**

The salary for this job is £28,400- - £31,980 per annum. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

## **Contract**

The job is offered on a permanent basis.

## **Hours of Work**

Normal hours are Irregular shifts rota'd over 35 hours per week excluding lunch breaks, but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

## **Frequency and Method of Payment**

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

## **Annual Leave**

There is an entitlement of 24 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

## **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

## **Pension**

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5 and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

### **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

### **Probationary Period**

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

### **Notice Period**

One month by either party after satisfactory completion of probationary period.

### **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

### **Employee Volunteering Programme**

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.

Find out [more](#) about the Barbican Centre