

**JOB DESCRIPTION**

<b>Job Title</b>	Stage Crew
<b>Job Reference Number</b>	L2142
<b>Closing Date</b>	Tuesday 28 September 2021
<b>Interview Date</b>	Monday 4 <sup>th</sup> October / Tuesday 5 <sup>th</sup> October 2021
<b>Location</b>	Middleton Arena, Heywood Civic Centre, Touchstones Rochdale and other sites as required
<b>Pay Band</b>	Band 2, £8.91 per hour
<b>Hours of Work</b>	Casual
<b>Accountable To</b>	Chief Technician / Head of Events & Programming
<b>Accountable For</b>	Not Applicable
<b>Special Conditions</b>	The post-holder is expected to be flexible to ensure that the needs of the business are met at all times and evening, weekend and Bank Holiday working will be required as directed by the service. All positions are subject to a DBS Check appropriate to the role.

**1. PURPOSE AND OBJECTIVES OF THE JOB**

The purpose of the job is to provide a professional, efficient and high quality service to customers of Your Trust. This includes using your excellent technical lighting and sound experience to support and assist the delivery of a varied programme of events and activities across all Your Trust sites and to ensure that all equipment and materials are appropriately stored and maintained.

**2. PRINCIPAL DUTIES AND RESPONSIBILITIES**

- a) To support the technical delivery and operation of shows and events at Your Trust venues and offsite as required and for partner events;
- b) To provide basic production including lighting and sound design for shows and events and to advise customers where appropriate;
- c) To act as production technician for other external Your Trust Initiatives, including Rochdale Feelgood Festival, Civic functions and any other commissioned work;
- d) To support the maintenance of a satisfactory and safe working environment;
- e) To assist in maintaining and implementing the requirements of the Health and Safety at Work Act and compliance procedures for the venues as appropriate;
- f) To assist in ensuring that all areas, materials and physical assets are properly cleaned, maintained and accounted for in accordance with relevant company procedures and

current legal requirements;

- g) To assist in maintaining all technical and related equipment, recording and reporting any faults and/or making repairs where possible;
- h) To be polite, friendly, courteous and helpful at all times and deal with basic enquiries from customers and members of the public appropriately;
- i) To work at other Your Trust venues as required;
- j) To wear the Your Trust issued uniform and ID badge at all times and to ensure the uniform is kept presentable.

### **3. SECONDARY DUTIES AND RESPONSIBILITIES**

- a) **Data Quality** - To ensure that Your Trust policy and procedures in respect of Data Quality are adhered to consistently and at all times in respect of any data collected or used in the planning and delivery of services.
- b) **Equality & Diversity** - To work in accordance with Your Trust policy and procedures relating to the promotion of equality and diversity and to ensure that these are effectively and pro-actively applied in the delivery of all facilities and services.
- c) **Health, Safety and Welfare** - To be responsible for the health, safety, and welfare of self and other persons who may be affected by job holder's actions or omissions whilst at work. Additionally, be responsible for maintaining and implementing the requirements of the Health and Safety at Work Act and for the execution of any duties and responsibilities attached to the job within the company's health and safety policy and procedures. A high standard of personal hygiene and personal presentation is required at all times.
- d) **Performance Management** - To promote and practice a performance management culture within all facilities and services, including the setting and achieving of team and individual performance targets and the implementation of robust monitoring, evaluation and reporting systems.
- e) **Relationships** - To promote positive working relationships with all internal and external parties.
- f) **Training and Development** - To participate in any training initiatives in relation to the duties of the post and ensure that personal qualifications are kept valid via attendance on training as provided by the service as reasonably practicable.

## PERSON SPECIFICATION

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### Note to Applicants

The **Essential** criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job.

The **Desirable** criteria are used to help decide between candidates who meet all the Essential criteria.

If the **How Identified** column says Application Form you must include in your application information to show how you meet the criteria using examples from paid/voluntary work or Education.

<b>Qualifications and Experience</b>	<b>Essential / Desirable</b>	<b>How Identified</b>
Experience of stage lighting design, setup and control	Essential	Application Form / Interview
Experience of stage sound design, setup and control	Essential	Application Form / Interview
Experience of health and safety procedures in relation to stage operations	Essential	Application Form / Interview
Qualified to GCSE Grade D or above in Maths and English	Desirable	Application Form

<b>Skills and Knowledge</b>	<b>Essential / Desirable</b>	<b>How Identified</b>
Friendly, outgoing person who likes to work with different customers	Essential	Application Form / Interview
Ability to follow laid down procedures, work under pressure and without constant supervision	Essential	Application Form / Interview
Knowledge of Theatre Counterweight Flying Systems and mechanical loading systems	Essential	Application Form / Interview
Ability to establish relationships and trust, work as part of a team and work under pressure	Essential	Application Form / Interview
Demonstrate an ability to handle sensitive situations sympathetically	Essential	Application Form / Interview
Good organisation skills with the ability to work to deadlines	Essential	Application Form / Interview
Excellent communication and interpersonal skills	Essential	Application Form / Interview
Excellent IT skills (Word, Excel, Outlook)	Essential	Application Form / Interview

<b>Skills and Knowledge</b>	<b>Essential / Desirable</b>	<b>How Identified</b>
Excellent time management skills	Essential	Application Form / Interview

<b>Special Working Conditions</b>	<b>Essential / Desirable</b>	<b>How Identified</b>
Able to work flexibly including weekends, evenings and Bank Holidays	Essential	Application Form / Interview
Demonstrate commitment to Your Trust Values of PRIDE	Essential	Application Form / Interview
High standards of personal presentation and appearance	Essential	Interview
Physically fit and able to set up stage equipment, layout seating etc	Essential	Application Form / Interview
Full UK driving licence	Desirable	Application Form / Interview

<b>Post Holder Name</b>	
<b>Post Holder Signature</b>	
<b>Date</b>	

Version: May 2021

Completed By: Head of Events sand Programming