

Lancaster City Council - Job Description & Person Specification

Job Title:	Venue Technician	Grade:	GG57	Job Code:	LCC823
Service/Team:	Environment & Place/Events	Role Type: *Delete as appropriate	Part Time Permanent	Reports to: *Title & LCC Code	Tara Stapleton Commercial Venue & Events Manager LCC
Line Manages: *Title/s & LCC Code	N/A				

Job Overview
<u>Overview</u> To provide high-quality technical support for events, performances, and functions taking place in Ashton Hall and other council-managed venues. This includes the setup, operation, and breakdown of audio, lighting, staging, and AV equipment, ensuring events are delivered safely and professionally.
Direct Responsibilities
Prepare and operate sound, lighting, and AV systems for live events including concerts, performances, civic events, and private hires. Assist with the setup and breakdown of staging, furniture, and other event equipment. Liaise with hirers, performers, and event organisers to meet technical requirements. Ensure all equipment is operated safely and in line with health and safety policies. Carry out basic maintenance and troubleshooting of technical equipment. Support the Venue Manager in delivering a professional and welcoming service to all users. Keep accurate records of event setups, incidents, or technical issues. Be a proactive team member during events, supporting front-of-house and operations teams as needed. Be responsible for checking and maintaining all technical equipment

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Primary Measurable Objectives

To ensure technical services are delivered to highest possible standard

Maintain Safety Compliance

Efficient Setup and Breakdown

Equipment Maintenance and Troubleshooting

Staff Management Responsibilities

N/A

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Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training	Knowledge of technical equipment, including digital sound and lighting. Knowledge of technical stage management especially relating to live events. Knowledge of technical safety relating to live performance. Knowledge of health and safety legislation in relation to technical equipment. Knowledge of health and safety legislation pertaining to 'the audience' in relation to live performance. <i>(E.g., use of pyrotechnics, lasers, sound exposure levels etc)</i> Knowledge of current licensing, health and safety standards relating to an entertainment venue.	Portable Appliance Testing (PAT) qualification. Qualification in Health & Safety or risk assessment training. Qualification in Technical management.	App Form, Interview, Certificate
Experience	Proven track record of providing technical services within a professional entertainment venue. Experience of dealing with artists, agents, and promoters. Ability to set up equipment Knowledge of event logistics. Experience of production requirements in different settings or entertainment spaces.	Experience working in a theatre, town hall, or multipurpose venue. Experience in customer-facing or team-based event roles. Experience working with artists, performers, or production teams.	App Form, Interview
Job Related Skills, Knowledge & Abilities	Ability to safely lift, carry, and set up technical or staging equipment.	Knowledge of the technical requirements of music, theatre, and civic events.	App Form, Interview

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	Ability to work under pressure in a time-sensitive event environment. Basic problem-solving skills related to technical setups. Awareness of basic health & safety practices in event or venue settings. Ability to follow technical instructions accurately. Willingness and flexibility to work varied hours including evenings and weekends.	Awareness of safeguarding considerations in public events. Knowledge of QLab or similar show control software.	
Personal Attributes Including Interpersonal & Communication Skills	Positive, can-do attitude and willingness to take initiative.		App Form, Interview
Special Requirements/Other		Local knowledge of Lancaster venues and event culture. Ability to travel between council venues if required.	App Form, Interview

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Additional information

Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee Signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	