



<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	Workshop Technician
<b>Department</b>	Performance Venues
<b>Grade</b>	B/C Career Grade
<b>Location</b>	Guildhall School of Music & Drama
<b>Responsible to</b>	Head of Department, Technical Supervisor
<b>Responsible for</b>	Freelance and casual staff

### **Purpose of Post**

- To work in the Performance Venues (PV) Department in close co-operation with the PV Management team, Lecturers and Students to provide technical support to enable the delivery of a diverse and dynamic schedule of Theatrical & Opera Productions, Concerts & live performances.
- To monitor and maintain the upkeep and safety of all GSMD technical stage equipment by undertaking diagnostic testing, first line maintenance and the supervision of repairs by external contractors as appropriate.
- To assist with the annual inspection and testing of all equipment, undertaking statutory testing and inspection as directed.
- To monitor and maintain the condition of stage furniture & related equipment.
- To work closely with the management team and fellow technicians to ensure excellent client liaison and provision of a high-quality technical service delivered safely.

### **Main Duties & Responsibilities**

#### **Grade B:**

- 1) To monitor and maintain the extensive stock of technical stage equipment used across the GSMD estate with the use of 'Smarthub' Asset Management system.
- 2) To run diagnostic tests on stage Performance Venues assets, for repair by external contractors, as part of the Planned & Preventative Maintenance schedule.
- 3) To coordinate the work of external contractors for regular and ad hoc technical inspection and repairs as required.
- 4) To monitor and report to line management on technical issues with GSMD staging including powered risers, music stands and chairs for concerts.
- 5) To liaise with the Facilities Management & Engineering Departments regarding the condition and repair of technical equipment and book in remedial works as required.
- 6) In conjunction with department management, support the annual inspection and testing of all equipment, undertaking statutory testing and inspection as directed. This will include:
  - Portable Appliance Testing [ISI] for all assets as required on a rolling basis
  - Loler and Power inspection of flying systems and hardware with external services & contractors.
  - Regular inspections of access equipment
  - Completion and creation of risk assessments and method statements.



- As part of personal development, undertaking focused training which will be given where appropriate.
- 7) To undertake first line maintenance of Guildhall School equipment and systems as directed, to include raising quote requests from external contractors as appropriate.
- 8) To comply with current HSE legislation and the City's Code of Practice. Guildhall School is first and foremost a teaching establishment and a large amount of time will be spent working with students who need to see best practice and behaviour demonstrated at all times.
- 9) To 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.
- 10) To actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- 11) To undertake any other duties that may reasonably be requested appropriate to the grade as directed by the Head of Performance Venues.

#### **Career Grade Criteria for Progression to Grade C –**

*In addition to the duties and responsibilities described above, at Grade C postholders will undertake the following higher-level duties and responsibilities and with less supervision than at grade B:*

- 12) To efficiently and effectively run the workshop, maintaining an overview of rehearsal and performance schedules in order to plan and prioritise maintenance and repairs tasks.
- 13) To oversee the recording and use of 'Smarthub' Asset Management system within the Performance Venues department.
- 14) To devise and manage Planned & Preventative Maintenance schedules on all PV Assets on all Performance Venues / Production Arts equipment.
- 15) To carry out repairs to equipment in PV Assets in accordance with technical specialisms, supervising external contractors where necessary.
- 16) To coordinate and proactively monitor the progress of works with the Facilities Management & Engineering Departments to ensure work is completed in accordance with performance schedules.
- 17) To plan and manage the annual inspection and testing of all equipment, undertaking statutory testing and inspection.
- 18) To manage and undertake regular inspections of access equipment prior to use.
- 19) To complete risk assessments and method statements in accordance with health and safety requirements for PV tasks, stage technical functions & practices as necessary.
- 20) To support Guildhall School Teaching staff with specific technical instructions, supervising students in the preparation of HSE compliant risk assessment documents as required.
- 21) To carry out repairs and maintenance of Guildhall School staging and furniture including risers, music stands and chairs for concerts.
- 22) To line manage, mentor and train the Performance Venues Apprentice.

PERSON SPECIFICATION	
<b>Job Title</b>	Workshop Technician
<b>Department</b>	Performance Venues
<b>Grade &amp; Level</b>	B/C
<b>Trent Position Number</b>	19E0071/002

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

#### **Professional Qualifications / Relevant Education & Training**

##### **Essential at Grade B**

- BTEC/NVQ 4-5 Electrical equipment service & maintenance (A&I)
- Electronics diagnostics and systems analysis qualification (A&I)
- Demonstrable technical skills in at least one of the following (A&I):
  - Maintenance & repair of stage lighting & sound equipment
  - Maintenance & repair of electronic & electrical equipment
  - Installation, service & repair of electrical equipment
  - Workshop repair experience in AV and Projection
  - Demonstrate a knowledge and interest in current and relevant Health and Safety practices
- An ability to communicate effectively and clearly with a variety of clients, colleagues and students (A&I)
- A working knowledge of the Microsoft Office suite (A&I)
- A working knowledge of Portable Appliance testing (A&I)
- Interest, ability and willingness to learn new skills (A&I)

**In addition to the technical skills and experience required at grade B, at grade C the following additional knowledge skills and experience are required:**

##### **Essential at Grade C**

- Demonstrable well-developed technical skills in two or more of the following areas or greater in-depth knowledge in one (A&I):
  - IEC 18<sup>th</sup> Edition or City & Guilds qualification to current level in any of the following (A&I):
    - Lighting
    - Sound
    - AV and Projection
  - Industry specific qualifications or training to an equivalent level of knowledge e.g. (A&I)
    - General health and safety and working safely (IOSH etc)
    - Working at height, recovery at height, rope access and harness inspection.
    - Portable Appliance testing [ISI]
    - Loler Inspection
    - Risk assessment
    - IPAF AWP ticket
    - Use and inspection of scaffold towers and ladders
- Ability to undertake and coordinate technical repairs and maintenance tasks in accordance with the delivery of a varied performance schedule. (A&I)
- Ability to devise and manage Planned Preventative Maintenance schedules (A&I)
- Good written communication skills with the ability to write HSE compliant documentation, method statements, maintenance schedules and technical instructions. (A&I)
- Good oral communication skills with the ability to liaise with teaching staff and Performance Venue colleagues on the planning and delivery of repairs and maintenance and instruct students as required. (A&I)
- Good working knowledge of specific HSE regulations (e.g. Loler and Power) and their application in the live performance industry (A&I)
- Ability to oversee the work of contractors in the repair and maintenance of technical equipment. (A&I)
- Ability to supervise, mentor and train apprentices. (A&I)

### Experience Required

#### Essential at Grade B

Proven record in a role undertaking the routine testing and maintenance of technical equipment in a theatre, stage or performance venue environment (A&I)

#### Essential at Grade C

Significant demonstrable experience of undertaking the planning, co-ordination and management of the repair and maintenance of a range of technical equipment in a professional performance venue environment. (A&I)



**Desirable at Grade C**

- Experience across different performance environments (A&I)
- Operational supervision of freelance staff (A&I)

**Other Relevant Information e.g. working hours or desirables (only if applicable)**

Available to work flexibly including evenings and weekends.

**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 range for this job is £26,180 - £35,540 per annum including Inner London Weighting, inclusive of all allowances. 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 position is offered on a permanent basis.

### **Hours of Work**

Normal hours of work are variable, Monday to Sunday, being 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 11<sup>th</sup> of each month.

### **Annual Leave**

There is an entitlement of 24 days annual holiday plus Bank Holiday. 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**

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.