Job Description

Job Title: Digital Production & Venue Support Technician (Lighting Specialism)
Department: DPVS
Grade: C
Location: Milton Court
Responsible to: DPVS Performance Venue Supervisor
Responsible for: Casual Staff as appropriate

Appointed Candidates Signature:
Please sign and date here upon receiving your offer of employment
I confirm I have read the Job Description below:

Full Name: …….

Signature …….. Date: ……

Purpose of Post

DPVS Technician – Lighting Specialism

Purpose of Post

As part of the **Digital, Production & Venue Support (DPVS)** team, you will contribute to Guildhall School of Music & Drama's diverse schedule of theatrical and opera productions, concerts, commercial events, and artistic rentals, supporting both internal and external clients. Working closely with the DPVS management team, lecturers, and students, you will help deliver outstanding technical services with a **focus on concert and theatrical lighting** for both classical and contemporary productions.

Responsibilities

- Collaborate with the DPVS management team and fellow technicians to deliver top-quality technical support and seamless client service, prioritising safety and clear communication across all performance venues.
- Rig, operate, and maintain technical and stage equipment as required to meet daily scheduling needs across all campus venues.
- Actively support the upkeep and safe operation of all Guildhall technical equipment.
- Ensure personal and team compliance with Guildhall School and City of London Health and Safety procedures.

- Champion the City of London's Equal Opportunities Policy, fostering an inclusive and supportive work environment.

Main Duties

1. **Technical Operations:**
    - As a **Lighting Specialist** in a versatile team covering **lighting, sound, Recording & Audio Visual, projection, and flying**, you will work across all technical disciplines and support various events. Responsibilities include:
        - Rigging and focusing lighting (generic and moving lights) for events, including corporate hospitality.
        - Programming and operating lighting control systems with various consoles and protocols.
        - Rigging and configuring sound systems, mixing live and recorded audio, and managing system engineering.
        - Setting up and operating projection, camera, playback, recording systems, and media servers.
        - Operating and programming counterweight and automated flying systems.
        - Assisting students and faculty in productions, supporting set construction, room setups, and production management.
        - Configuring concert hall staging, including powered risers, music stands, and chairs.
2. **Compliance & Inspection:**
    - Perform statutory testing and inspection tasks, such as:
        - Portable appliance testing.
        - LOLER and PUWER inspections for flying systems and associated hardware.
        - Regular inspections of access equipment.
        - Creating and updating risk assessments and method statements.
    - Training will be provided as needed.
3. **Maintenance:**
    - Conduct first-line maintenance of Guildhall School equipment and systems. Relevant training will be provided.
4. **Student Development:**
    - Offer constructive written feedback on students' performance during events, helping foster their technical and professional growth.
5. **Additional Duties:**
    - Fulfil other responsibilities as directed by the Head of DPVS, which may include work at other venues or City of London buildings.
6. **Health, Safety, and Best Practice:**
    - Maintain compliance with Health and Safety legislation and demonstrate best practice as a role model within this teaching environment.
7. **Equality, Diversity, and Inclusion:**

- Actively promote the City of London's Equal Opportunities Policy, providing objective and supportive feedback to students.

8. **Flexible Working:**
   - Flexibility in working hours is essential, with evening and weekend work required based on event schedules. A typical rota works 5 days out of 7, including weekends.
9. **Occupational Health & Safety:**
   - Implement the City of London's Occupational Health & Safety Policy, prioritizing the well-being of yourself and others.
10. **Additional Duties as Required:**
    - Carry out any other duties as requested, appropriate to the level of this post.

As a DPVS Technician with a lighting specialization, you will join a committed 26-person team dedicated to providing Guildhall School's students, staff, and clients with exceptional technical support. We encourage applications from individuals passionate about lighting and technical production, and we strive to foster an inclusive environment that values diversity and development.

Person Specification

Job Title: DPVS Technician (Lighting Specialism)
Department: DPVS
Grade: C
Trent Position number:
DBS Criterion: No DBS
Security Vetting Criterion: No security vetting is required
Politically Restricted Post Criterion: This post is *not* politically restricted

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

1. **Technical Specialism** - Demonstrable technical skills in one or more of the following areas within either theatrical or concert venues (assessed at application (A) and interview (I)):
    - **Lighting**
    - **Rigging and Flying**
    - **Sound**
    - **AV and Projection**
    - **Stage setups for concerts (classical and non-classical)**
2. **Health & Safety Knowledge** - Knowledge of current health and safety practices relevant to production and technical environments. Awareness of industry-specific safety protocols, including LOLER and PUWER (A, I).
3. **Industry-Specific Training** – Completion of relevant safety and technical training or equivalent practical knowledge. Examples include (A, I):
    - Health and safety certifications (e.g., IOSH Working Safely)
    - Working at height and recovery training, including harness inspection
    - Portable Appliance Testing (PAT) certification
    - LOLER Inspection qualifications
    - Risk assessment training
    - IPAF certification for Mobile Elevated Work Platforms
    - Use and inspection of scaffold towers and ladders
4. **Basic IT Proficiency** - Working knowledge of Microsoft Office Suite, especially Word, Excel, and Outlook, to support documentation and communication (A, I).

Experience Required

1. **Technical Expertise** - Proven skills in at least one technical area (lighting, sound, rigging, AV) within theatrical or concert settings (A, I).
2. **Heavy Manual Handling** - Capability to safely carry out physical tasks (e.g., setting up steel deck, moving scenery, rigging video projectors) in line with safety standards (I).
3. **Effective Communication** - Strong interpersonal skills to interact effectively with clients, colleagues, and students in a clear and supportive manner (A, I).
4. **Written Communication** - Excellent written communication skills, with the ability to provide clear, detailed technical documentation (A, I).

Technical Skills & Knowledge

1. **Lighting & Sound** - Demonstrable skill in programming, operating, and maintaining lighting and sound systems in performance settings, using a range of control desks and protocols (A, I).
2. **Rigging & Flying Systems** - Competency in setting up, operating, and troubleshooting both counterweight and powered flying systems, including automation (A, I).
3. **AV and Projection Systems** - Experience with the setup and operation of AV systems, projectors, and media servers, with a strong understanding of playback and recording technologies (A, I).
4. **Health & Safety Compliance** - Practical experience in applying specific health and safety regulations (LOLER, PUWER) within technical operations, including the creation and implementation of risk assessments and method statements (A, I).

Other Relevant Information

1. **Continuous Learning** - Willingness and enthusiasm to expand technical knowledge through training and hands-on experience (A, I).
2. **Flexible Schedule** - Ability to work evenings and weekends as required by the event schedule (A, I).
3. **Commitment to Safety** - Adherence to and promotion of health and safety practices within the working environment (A, I).

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) and experience. It is essential you address the criterion marked as

(A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.

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.

Contract

The position is offered on a permanent basis.

Salary

The salary range for this job is £39,410 – £43,620 per annum 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.

Pension

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the contribution bands. There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

The current employer contribution rate for the City of London is 21%.

Further details can be found on the national LGPS website and/or the City's pension website.

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.

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, on a rota between Monday to Sunday, inclusive 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 Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

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.

City Benefits

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

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

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.