



CADOGAN HALL

Technician

Reports to the Head of Production and Production Managers

Person specification

The Technician is a member of the Hall's production team. Enabling the smooth running of incoming productions, and the supply of the technical facilities of the hall. The person should have great communication, diplomacy and organisational skills and the ability to be calm and focused under pressure. Reporting to the Head of Production and in his absence the Production Managers, the Technician will provide technical support to the production, both in preparation and on the day of the performance. This will involve the set up and operation of digital sound control equipment (Yamaha CL3 and QL1 consoles), staging equipment and the operation of an Avolites Titan platform controlling a rig of static and moving lights. The person should be physically fit and able to carry out manual handling tasks within safe working limits. Computer literacy and the ability to use Microsoft Office suite are required. They must be willing to undergo any necessary training as required.

Responsibilities of position

- To provide technical support to all concerts and performances, including but not limited to, the operation of sound, lighting and A/V equipment, **with a specific focus on Sound.**
- To setup, as much as possible stage equipment prior to arrival of company.
- To strike equipment at end of the performance.
- To assist in liaising with incoming companies regarding staging/technical requirements.
- Along with the rest of the technical team, work in conjunction with freelance staff to ensure all productions are serviced to the best of our, and the company's expectations and abilities.
- To attend staff meetings if the rest of the technical team are unavailable and report the outcome.
- To ensure that incoming staff and visitors adhere to health and safety policy.
- To be responsible for dressing rooms and associated equipment.
- To take meetings and tours with future and prospective clients, if the rest of the technical team are unavailable.

- In association with the Assistant Production Manager, schedule piano tunings to suit the building and the client.
- Using the ARTIFAX platform to update the diary and add resource use by clients (training will be given)

Health and safety

- Becoming familiar with and complying with current health and safety regulations relevant to the industry and company.
- To act as a fire warden in evacuation procedure (training will be given)
- To act as a First Aider (First Aid at Work training will be given)

Maintenance and administration

- To advise the Head of Production of any equipment that is found to need repair/replacement.
- To collect and distribute event information and disseminate such information to the relevant departments.

General

- To undertake any other duties as may be reasonably required in meeting the needs of the department.