

**UNIVERSITY OF LINCOLN  
JOB DESCRIPTION**

<b>JOB TITLE:</b> Engine Shed and Tower Bars Technical Manager	<b>DEPARTMENT:</b> Commercial Facilities
<b>LOCATION:</b> Engine Shed and Tower Bars	<b>REPORTS TO:</b> Venue Manager
<b>GRADE:</b> 5 <b>POST NUMBER:</b> EF5102	<b>DATE:</b> August 2012

<b>Context</b>	<p>The Engine Shed, Tower Bars and LPAC are situated on the Brayford Wharf Campus of the University.</p> <p>The 3 venues are key to the commercial strategy of the University of Lincoln as well as key players in the provision of a 360 degree student experience.</p> <p>The team behind both the venue, bars and theatre combine their knowledge, professional expertise and specialism to provide a diverse range of entertainments and activities to the student population and the general public.</p> <p>The main areas of focus are the development of the Tower Bars, 3 student club brands, live music programme and commercial hires.</p>
<b>Job Purpose</b>	<p>Reporting to the Venue Manager, the Technical Manager will be responsible for ensuring that the event presentation of PA, live, lighting and all audio visual equipment and any event sets are provided as the customers and artistes require. The Technical manager will interpret the more complex requirements of external clients/ suppliers to ensure that an outstanding experience as is expected of a venue of this nature.</p>

**KEY RESPONSIBILITIES**

<p><b><i>Key responsibility – 1</i></b> <b><i>Use, maintain and repair of equipment and systems</i></b></p>
<p>Responsible for the operation, management and maintenance of equipment to ensure its maximum operational status including:</p> <ol style="list-style-type: none"> <li>1. Venues and bars PA and Lights including effects and ancillary equipment for live music and club events.</li> <li>2. Audio visual equipment and support systems.</li> <li>3. Event sets.</li> <li>4. Building infrastructure used by the Technical team.</li> <li>5. Software and computer services used by the Technical team.</li> <li>6. Any pyrotechnics used within the building</li> <li>7. Rigging equipment</li> <li>8. Health and Safety Equipment used by general technical staff including Personal Protective Equipment (PPE).</li> </ol>

***Key responsibility 2 –Leading and Managing***

Lead and manage the Senior technician in the provision of a full venue technical service to all events and be responsible for the recruiting and training of staff and to include responsibility of in house training and organising of external training where required for student and full time staff.

***Key responsibility 3 –Planning and Organising***

Organise the provision of technical staffing required technical equipment for all events in the Engine Shed and Platform, liaising with department and bar managers as to budgets and associated costs.

Responsible for organising the provision of external Lighting and Sound Engineers when required by the programme of events.

***Key responsibility 4 - Financial Planning***

Lead and manage the technical equipment, consumables and staffing budget for maintenance and events as provided by the Venue Manager.

Under guidance of Venue Manager, maximise cost saving in staffing of events while maintaining first class technical service provision.

Develop alternative income streams for the technical department including hire of equipment and services. In liaison with the Venue Manager write capital proposals for investment in equipment and technical infrastructure.

To write bids for additional equipment/ resource.

***Key responsibility 5 -Customer Liaison Management***

Responsible for the provision of technical requirements of artistes performing at the venue.

To apply knowledge and judgement to react to ad hoc complications and changes adapting quickly to resolve issues and problems.

Liaise with hirers, clients and promoters to provide full technical services, providing quotes and fiscal breakdowns for hires and services provided.

Using industry skill and knowledge and to work with ULSU and internal event organisers to provide technical solutions and event services to SU and UL events.

***Key responsibility 6 - Strategic and Business Planning***

Proactive in keeping abreast of new and emerging technologies and equipment that could enhance the venues' event presentation and/or provide cost saving to the venue.

***Key responsibility 7 –Operational***

Use specialist skill and knowledge to operate equipment at events, undertaking duties as Sound/ Lighting/ Monitor Engineer, Stage Manager and/or crew boss or venue representative at events in the venue.

**Key responsibility 8 - Health and Safety and Licensing**

The post holder will support the Venue Manager in ensuring all staff, volunteers, hirers, external parties, contractors and clients observe as applicable and ensure staff conform to:

- Licensing laws
- Security arrangements
- Procedure and instructions relating to fire and accidents
- Hygiene and Health and Safety Regulations
- All aspects of consumer law

This is to ensure that the University of Lincoln and Engine Shed and Tower Bars do not become liable to legislative claims.

**In addition, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.**

**ADDITIONAL INFORMATION**

<b>Key Working Relationships</b>	Internal	Engine Shed Events, Bars, Finance Depts UL Human Resources UL Finance UL Health and Safety UL Estates
	External	ULSU Clients and Promoters Suppliers and Hire companies Enforcement officers

<b>Key Networks</b>	Internal	Engine Shed/ULSU
	External	NUSSL

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## PERSON SPECIFICATION

**Job Title: Engine Shed and Tower Bars Technical Manager**
**Post Number: EF5102**

<i>Selection Criteria</i>	<b>Essential (E) or Desirable (D)</b>	<b>Where Evidenced Application (A), Interview (I), Presentation (P); References (R)</b>
<b>Qualifications:</b> Relevant degree or relevant experience Technical qualifications such as rigging Health and Safety qualifications such as IOSH	E D D	A/I A/I A/I
<b>Experience:</b> Staff supervision/management Team Leadership Experience of Rotas and schedules Experience of Sound and/or lighting engineering in a similar venue Experience of Production for Live music, conference, exhibitions, award ceremonies and clubbing events Experience of Audio/Visual systems operation and installation Experience of Basic Electrical engineering Experience of Working at height Experience of Data networking systems Experience of Rigging	E E E E E E E E E D D	A/I A/I A/I A/I A/I/R A/I/R A/I/R A/I/R A/I A/I A/I
<b>Skills and Knowledge:</b> Excellent organisational skills Knowledge of sound, lighting, audio visual and other equipment/systems and technologies that would be used in a venue operation such as this. Knowledge of Pyrotechnics Basic Health and Safety training Licensed premises regulations/Licensing Act 2003	E E E E D	A/I A/I A/I A/I A/I
<b>Competencies &amp; Personal Attributes:</b> High level of interpersonal skills between staff, external parties and visiting artistes/touring parties. Reliable Ability to work under own initiative , delegate and lead where appropriate Professional and positive approach Professional and positive approach with the ability to work with a range of different people Apply knowledge and judgement to ad hoc complications and changes Calm and professional manner	E E E E E E E	A/I A/I A/I A/I/R A/I/R A/I/R

**Business Requirements:**

Unsociable hours and weekend working on an annualised hours basis

CRB clearance will be required for this post

E

A/I

**Essential Requirements** are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.