**TECHNICIAN**

Backstage Academy is uniquely positioned right at the heart of Production Park, Europe’s leading Live Industry destination. We provide the best possible training for the live events sector, with fantastic industry links and state-of-the-art production facilities.

As a privately funded organisation, we bridge the gap between industry and education, working closely with leading professionals to respond quickly to current skills shortages and write training programmes in line with specific demands. We provide relevant, up-to-date training so that students get a real taste for what life is like in the backstage entertainment industry, with a focus on employability.

**The Role**

The Technician will assist the Director of Digital & Technical Resources with the day-to-day operation of the Backstage Academy Studios and the safe presentation of all student productions, external hires and projects at Backstage Academy. Duties will include (but are not limited to) assisting academic staff during practical sessions, maintenance of equipment, maintaining and supervising the safe and efficient operation of Backstage Academy studios and specialist teaching spaces, assisting the training of students and staff on how to operate equipment, and ensuring that health and safety policies and procedures are adhered to at all times by building users in the Backstage Academy studios / warehouse.

**Roles and Responsibilities:**

**Technical Support**

* Assist academic staff in the safe and effective delivery of practical sessions and assessments, with supervision responsibilities over small groups of students.
* Provide a high level of customer service to internal and external clients.
* Set up and maintain Backstage Academy facilities (e.g. Classrooms, Storerooms) to be ready for programmed teaching and assessment activity.
* Co-ordinate the set up and de-rig of equipment as required.

**Stock Control and Maintenance**

* Comply with Backstage Academy’s stock-control system and ensure equipment is returned to the correct, secure location.
* Maintain equipment to the correct industry standard.
* Diagnose faults and carry out front-line maintenance.
* Carry out stock-checks as directed.
* Communicate and negotiate with manufacturers and suppliers where required.
* Collect and drop off equipment from suppliers and sponsors.
* Maintain a good working knowledge of technical equipment for lighting, sound, video systems, rigging and networking.

**General Duties**

* Undertake all tasks identified by the Director of Digital & Technical Resources.
* Supervise any student or local crew employed to assist the above areas of technical support/maintenance.
* Ensure health and safety requirements are adhered to.
* Undertake all duties in line with Backstage Academy policies and H&S legislation.
* Attend staff meetings and any training identified by the company.
* Proactively strive to meet targets and KPIs set by the Director of Digital & Technical Resources.
* To undertake any other appropriate duties in keeping with your role, as deemed necessary by your Line Manager, Head of Department or the Head of the Institution.

The post-holder will be expected to work evenings and weekends when required, with time off in lieu.

**Benefits of joining the Backstage Academy Team**:

* 25 days holiday + Bank Holidays
* Pension
* Life Assurance
* Employee Lunches Provided
* Voluntary Health Cash Plan
* Free Car Parking
* Cycle to work scheme
* Staff development and training opportunities

**SALARY RANGE:** £20,000-25,000

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| **Backstage Academy (Training) Ltd** | **Job Description** |
| **POST TITLE:** Technician (1 FTE) | **REFERENCE:** BSA2021 - 70 |
| **AREA OF WORK**: Backstage Academy | **DATE COMPILED:** August 2021 |
| **SALARY RANGE:** £20,000-25,000 | **HOURS PER WEEK:** 40 Hrs |
| **Probation Period: 6 Months** | **STANDARD WORKING HOURS:**  08:30-17:30 Monday - Friday  (Occasional weekend and evening work will be required) |
| **Notice Period:** 2 Months | **START DATE:** ASAP |
| **Holiday Entitlement:** 25 days & Bank Holidays | **END DATE (If applicable):** N/A |
| **FIXED TERM or PERMANENT CONTRACT:** Permanent | |
| **IMMEDIATE LINE MANAGER:** Director of Digital & Technical Resources | |
| **DESIGNATION OF ANY STAFF LINE MANAGED BY THE POST HOLDER: N/A** | |
| **JOB PURPOSE:**  The Technician will assist the Director of Digital & Technical Resources with the day-to-day operation of the Backstage Academy Studios and the safe presentation of all student productions, external hires and projects at Backstage Academy. Duties will include (but are not limited to) assisting academic staff during practical sessions, maintenance of equipment, maintaining and supervising the safe and efficient operation of Backstage Academy studios and specialist teaching spaces, assisting the training of students and staff on how to operate equipment, and ensuring that health and safety policies and procedures are adhered to at all times by building users in the Backstage Academy studios/warehouse. | |
| **PRINCIPAL DUTIES AND RESPONSIBILITIES:**  Within the scope of the above job purpose:    **Roles and Responsibilities:**  **Technical Support**   * Assist academic staff in the safe and effective delivery of practical sessions and assessments, with supervision responsibilities over small groups of students. * Provide a high level of customer service to internal and external clients. * Set up and maintain Backstage Academy facilities (e.g. Classrooms, Storerooms) to be ready for programmed teaching and assessment activity. * Co-ordinate the set up and de-rig of equipment as required.   **Stock Control and Maintenance**   * Comply with Backstage Academy’s stock-control system and ensure equipment is returned to the correct, secure location. * Maintain equipment to the correct industry standard. * Diagnose faults and carry out front-line maintenance. * Carry out stock-checks as directed. * Communicate and negotiate with manufacturers and suppliers where required. * Collect and drop of equipment from suppliers and sponsors. * Maintain a good working knowledge of technical equipment for lighting, sound, video systems, rigging and networking.   **General Duties**   * Undertake all tasks identified by the Director of Digital & Technical Resources. * Supervise any student or local crew employed to assist the above areas of technical support/maintenance. * Ensure health and safety requirements are adhered to. * Undertake all duties in line with Backstage Academy policies and H&S legislation. * Attend staff meetings and any training identified by the company. * Proactively strive to meet targets and KPIs set by the Director of Digital & Technical Resources. * To undertake any other appropriate duties in keeping with your role, as deemed necessary by your Line Manager, Head of Department or the Head of the Institution. | |
| **SPECIAL REQUIREMENTS**  The post-holder will be expected to work evenings and weekends when required, with time off in lieu. | |
| All staff are expected to comply with Production Park Ltd.’s Health and Safety and Equal Opportunities policies in the performance of their duties. | |
| N.B. The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms. | |

**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.

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| **Backstage Academy (Training) Ltd** | | **Person Specification** | | |
| **Post Title:** Technician | | **Reference: BSA 2021-70** | | |
| **Area of Work:** Backstage Academy – Operations Department | | | | |
| **Attributes** | **Essential** | | **Desirable** | **Assessed at**  **Application(A)**  **or**  **interview (I)** |
| **Knowledge** | | | | |
| * Knowledge of stock management systems such as Current RMS |  | | X | (A, I) |
| * A technical skills base, which may include Sound, Rigging, Lighting and Digital performance technologies | X | |  | (A, I) |
| * Knowledge of data networking principles and processes |  | | X | (A, I) |
| * Knowledge of temporary electrical systems and their installation |  | | X | (A, I) |
| * Knowledge of health and safety legislation and risk assessment processes | X | |  | (A, I) |
| **Organisational and Personal Skills** | | | | |
| * A friendly professional manner and appearance | X | |  | (I) |
| * Excellent verbal and written communication skills. | X | |  | (A, I) |
| * Proactive approach to problem solving. | X | |  | (I) |
| * Self-motivated, ambitious and results orientated with an ability to thrive under pressure | X | |  | (A, I) |
| * Strong interpersonal skills and experience of dealing directly with a wide variety of people. | X | |  | (A, I) |
| * Flexible approach to working, excellent time management skills. | X | |  | (A, I) |
| * Ability to work independently, as well as in a team. | X | |  | (A, I) |
| * Positive attitude and an eagerness to learn | X | |  | (A, I) |
| * Considerable personal initiative, maturity and judgement in interpreting course of action and setting priorities | X | |  | (A, I) |
| * Commitment to developing your professional skills and Knowledge. Undertaking other relevant professional development where necessary | X | |  | (A, I) |
| * Ambitious and results orientated. | x | |  | (A, I) |
| **Qualifications** | | | | |
| * A degree in a relevant discipline, or equivalent professional experience |  | | X | (A) |
| * Full driving license | X | |  | (A) |
| * Existing and up to date DBS or CRB assessment |  | | X | (A) |
| **Experience** | | | | |
| * Experience of working in the Technical Theatre or Live Events Industry | X | |  | (A) |
| * Experience of working in a Higher Education environment |  | | X | (A) |
| * Demonstratable experience of equipment maintenance skills |  | | X | (A) |