



Unique Venues Birmingham

<b>Job Title:</b>	Events Technician (casual)
<b>Department:</b>	Events
<b>Who you report to:</b>	Events Operations Manager
<b>Who reports to you:</b>	N/A
<b>Salary:</b>	£9.50 per hour (£10.11 per hour for operating shifts)
<b>Contract Type</b>	Zero hour contracts
<b>Hours per week:</b>	to be agreed at interview
<b>Probation Period:</b>	N/A
<b>Holiday entitlement:</b>	20 rising to 25 days + public holidays

**Background:**

The Events Technician works as part of a team to deliver the technical requirements for all events for UVB across The REP and Library of Birmingham.

**The aim of your job is:**

**To provide efficient and effective supervision of all technical operations for UVB**

**To supervise and deliver the safe and efficient set up and running of events**

**To actively contribute to the running of the Technical Department**

**To provide excellent customer service to customers and visitors to UVB ensure the safety, comfort and wellbeing of customers and staff at all times**

**To maintain standards of quality in all areas of work**

**To ensure excellent communication between departments and teams**

**What your main duties cover:**

- Ensure the smooth and safe running of technical operations for the events.
- Efficiently and competently set-up, run and de-rig, re-set lighting, sound, AV and stage equipment for events.
- Efficient and effective communication with UVB's technical team and the clients on all physical and technical matters relating to events.
- Provision of excellent customer service to clients and visitors to events in UVB's venues and spaces.
- Operating sound or graphics equipment for the delivery of events.
- Liaise with clients (Library, catering, REP, third party hirers) regarding the physical and technical specifications of their events.

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- Ensure good housekeeping of the events spaces.
- Perform minor repairs and maintenance on technical equipment.
- Close liaison with other technical departments to promote a safe working environment and positive health and safety culture.
- Manage resources effectively, maximising income and minimising expenditure wherever possible.

#### **General:**

- Maintain a high standard of appearance when working with the public.
- Liaise with relevant Library of Birmingham staff as and when necessary.
- Aid the Events Managers on occasion with the operational delivery of events.
- Support and promote all company policy, with specific attention to Equality & Diversity, Customer Care, Health & Safety and Data Protection.
- Ensure a safe working environment is maintained at all times with particular regard to the health, safety and welfare of customers, visitors, staff and yourself.
- Support the organisation and its staff through the effective use of the performance management system.
- Any other reasonable duties required to ensure the smooth running of the UVB.

#### **Qualifications**

- BTEC National Certificate is desirable
- First Aid certificate is desirable

#### **Practical skills**

- Public relations and conflict management skills
- Organisational skills and ability to co-ordinate several events at once
- Good written, mathematical and verbal skills

#### **Previous Experience:**

- Computer Literate in Microsoft Office
- Experience with QLab is desirable
- Knowledge of the Health & Safety legislation is desirable

#### **Personal attitudes:**

- Ability to problem solve in high-pressure situations
- Positive, proactive, self-motivated and flexible approach
- Ability to cope with physically demanding work
- A willingness to work evenings, overnight and at weekends when necessary
- Comfortable working at heights
- A desire to learn and develop
- Be able to show initiative and resilience when dealing with change

#### **Competencies:**

UVB uses a competency framework to describe the abilities and personal attributes that are displayed by people who are successful in this particular position. We use the framework during selection, performance appraisals and change management processes.

- Achieving Results – actively contributes to organisational success at various levels
- Safety Orientation – actively considers the safety and wellbeing of self, customers and staff

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- Communication – ensures good flow of relevant information to create mutual understanding
- Team working – works collaboratively with others to achieve common goals
- Time Management – plans and exercises control over time allocated to activities