**JOB DESCRIPTION**

**CHILDREN’S & JOINT COMMISSIONING SERVICES**

**JOB TITLE** TECHNICAL & SUPPORT OFFICER

**DIVISION:** EDUCATION DIVISION

**GRADE:** BAND 7

**RESPONSIBLE TO:** DEVELOPMENT MANAGER (CECA)

**POST REFERENCE:**  107287

**Purpose of Post**

To provide technical services to the Centre for Excellence in Creative Arts (CECA), and to provide general assistance to support the operational use of the venue by schools, artists and hirers.

To provide caretaking and security facilities for staff and users of CECA.

**Key Relationships**

Work closely with all members of the Education Division and all hirers, customers and service users.

**Main Duties and Responsibilities**

* Provide technical services in relation to the preparation, operation and maintenance of technical equipment housed in CECA’s TV broadcasting suite, sound production suite, theatre, and media room. Also as required provide technical support at other venues and locations

To include:

* Focus, position or sound-check equipment to meet the artistic needs of the production
* Operate equipment to meet the artistic needs of productions
* To install and operate technical equipment as directed by the production advance sheet or supervising technical staff in preparation of productions.
* Identify & collect equipment relevant for activities and events,
* rig and connect up equipment safely,
* Test equipment
* De rig equipment
* Store safely in correct location
* Assist and advise the representatives of touring companies, groups, artists, promoters and agents on technical aspects of bookings in particular the ability of CECA to comply with Artistes Contracts and Technical ‘Riders’.
* Maintain the stock in the electrical store. Requisition or replace materials, as required. Advising the Development Manager on the purchase and maintenance of technical equipment.
* Monitor the cleanliness of the building and outside areas and where appropriate, undertake the cleaning where the cleaning contract does not apply, in accordance with approved guidelines.
* Report on the building condition of the building to the Development Manager. Give appropriate assistance to maintenance and repair contractors. Undertaking handyman duties and basic maintenance of the building, furniture, lighting, etc.
* To provide an efficient and effective caretaking and support role at CECA and other sections of the service as required. To act as or assist as appropriate, the “Responsible Officer” in respect of all bookings, ensuring compliance with relevant licences’ and health and safety legislation.

 To include: -

* Setting up venue for users
* Organisation of reactive maintenance and repair
* Inspection of interior and exterior of building
* Basic handyman duties
* Reporting equipment failure as appropriate
* Monitor cleanliness and undertake spot cleaning
* Regular inspection of external area and litter removal
* Ensure the security of CECA and opening and locking up of the venue, setting and monitoring alarms and security equipment including CCTV, and to be aware of the mains services e.g. stopcocks within the building
* Assisting with other front of house duties as and when required
* Ensure all fire and health and safety provisions relevant to the staff and users of CECA are complied with, including the updating of fire, health and safety reports and all log books.
* To carry out inspection and safety checks as per the inspection schedule.
* To supervise casual staff
* To undertake the above duties in accordance with Hartlepool Borough’s procedures and in a safe working manner, keeping accurate and appropriate records as required.
* Any other duties of a related nature which might reasonably be required or allocated by the Development Manager or the Senior School Improvement Advisor.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.