



## UVB Job Profile

<b>Job Title:</b>	Events Technician	<b>Department:</b>	Events: Technical
<b>Contract Type:</b>	Casual Worker Agreement	<b>Salary:</b>	£13.45 per hour (Real Living Wage)
<b>Hours:</b>	As and when required	<b>Reports to:</b>	Technical Project Manager

### Role Summary

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.

### Main Responsibilities

- 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.
- 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.
- 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.

*The duties and responsibilities set out should not be regarded as exclusive or exhaustive. Post-holder may be required to undertake other reasonably determined responsibilities appropriate to the level of the role.*

### Accountabilities

#### You will be responsible for...

N/A

### Person Specification

#### You must have...

- Experience in a similar role.
- Experience communicating with organizers and delegates.
- Organisational skills and ability to co-ordinate several events at once.
- Good verbal skills
- Computer literate in Microsoft Office
- 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

*If you do not demonstrate that you meet these minimum criteria, you may not be shortlisted.*

#### It'd be great if you had...

- Experience with QLab
- BTEC National Certificate
- First Aid certificate
- Knowledge of the Health & Safety legislation

*If we need to choose between candidates who meet the essential criteria, we may take these factors into account.*