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| Role ProfileArts and Creative Technician |  |
| Role Title : |  | Arts and Creative Technician – 1 Year Fixed Term Contract |
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| Hours of Work: |  | 35 hours per week on average. Hours are averaged over a 17 week period - There are arrangements in place to cover breaks during the day and overnight breaks, infringement payments are paid where applicable.  |
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| Salary: |  | **£20,457 - £22,457 on completion of skills assessment** |
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| WMC is a home for the arts in Wales, and a cauldron of creativity for the nation. We fire imaginations by curating world-class, critically-acclaimed touring productions, from musical theatre and comedy to dance, cabaret and an international festival. We kindle emerging talents with fresh, provocative and popular pieces of our own, rooted in Welsh culture. And we ignite a passion for the arts in young people with life-changing learning experiences and chances to shine in the spotlight.At long last, we are gearing up to gradually reopen Wales Millennium Centre, so that we can get back to doing what we do best - showcasing world leading performances and providing life enhancing experiences.In the meantime, a great deal of work is going on behind the scenes to ensure that we are fully prepared for our reopening, based on advice from our colleagues in Welsh Government.This is to ensure that we reopen safely, with visitors, staff and artists feeling completely confident that our building is COVID-safe. We are, therefore, planning a phased reopening over the coming months.**We are Wales Millennium Centre. Fire for the imagination** |
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| Primary Purpose **:** |  | To provide multi discipline technical support primarily for the activities of the Producing, Creative Learning & Community team, including events in our public spaces, research and development and supporting on in-house produced work. The post attracts 25 days holiday a year.  |
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| SpecialistAccountabilities : |  | 1. To set up, operate and dismantle sound, audio visual aids, staging and lighting and furniture as required for events onsite at the WMC and in external venues for activities, events & shows.
2. To assist with any technical queries and requests for technical equipment.
3. To use the Centre’s AMOS system to book equipment.
4. To use the Centre’s booking database system to gather all information regarding events to ensure event requirements are met.
5. Liaise with external clients and departments within the Centre about events.
6. Produce kit lists for events and activities.
7. Arrange cover when away and produce a hand over email to insure nothing is missed
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| GenericAccountabilities: |  | 1. Ensuring compliance with relevant regulations.
2. To source new equipment, collate quotations and place hire or purchase orders for extra technical equipment as required should the Centre need additional resources to meet a particular request.
3. To undertake portable appliance testing, servicing and maintenance of all in-house technical equipment as part of a rolling programme within the department.
4. To attend occasional staff meetings and training sessions.
5. To carry out duties at all times, with regard to the Centre’s Equal Opportunities and H&S policies. This role is heavily involved in schemes designed to increase access to the arts for all.
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| Success Measures : |  | * Completion of inhouse skills training
* Feedback from clients and colleagues
* Organization & time keeping quality
* Ongoing appraisal with Line Manager
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|  | **This role profile sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.** |  |

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| What We Are Looking For…Arts and Creative Technician |  |
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When preparing your written application you will need to provide evidence for the following essential and desirable competencies. In considering each, please use an example of where you have done this previously, either in a work or other situation.

A. Responsibility

Please refer to how you meet these essential requirements in your application.

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| **No** |  | **Essential** | **Desirable** |
| 1. | A minimum of 1 years relevant practical experience to include: technical work (sound, AV, lighting) for conferences, meetings and events. | x |  |
| 2. | Experience of setting up audio visual equipment for meetings and events, including plugging up and troubleshooting a wide variety of customer’s laptop computers and data projectors. | x |  |
| 3. | Experience of setting up and using digital video cameras to record events for customers or for internal use. | x |  |
| 4. | Experience of maintaining equipment and keeping an itinerary of kit to sign it in and out of the stores. | x |  |
| 5. | A commitment to learn Welsh Language |  | x |

B. Knowledge

Please refer to how you meet these essential requirements in your application.

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| **No** |  | **Essential** | **Desirable** |
| 1. | Good working knowledge of computer video file formats and the ability to integrate video files into Powerpoint/Keynote presentations and to ensure video files run seamlessly on a projector or external monitor. | x |  |
| 2. | Experience of setting up and operating analogue and digital sound desks and PA systems with wired and radio microphones. | x |  |
| 3. | Experience in the maintenance and troubleshooting of theatrical technical systems. | x |  |
| 4. | Experience of rigging and operating theatre lighting equipment. |  | x |
| 5. | Experience of portable appliance testing and recording. |  | x |
| 6. | Experience of computer video editing and production, and use of QLab. |  | x |

C. Values

Please refer to how you meet these essential requirements in your application.

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| **No** |  | **Essential** | **Desirable** |
| 1. | A positive and constructive attitude with a friendly and flexible approach to clients and visiting companies | x |  |
| 2. | Experience of dealing face to face with customers and clients, at all times maintaining the high standards of professionalism expected by visitors to the Centre. | x |  |

D. Communication

Please refer to how you meet these essential requirements in your application.

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| **No** |  | **Essential** | **Desirable** |
| 1. | Good interpersonal and team-working skills and the ability to work with other departments within the Centre, to ensure the success of all productions and events | x |  |
| 2. | Computer literate to include the Microsoft Office packages and Keynote. | x |  |
| 3. | The ability to communicate through the medium of Welsh |  | x |

E. Environment

Please refer to how you meet these essential requirements in your application.

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| **No** |  | **Essential** | **Desirable** |
| 1. | Ability to work unsociable hours, including over-night, weekends and Bank Holidays | x |  |
| 2. | Adhere to H&S policies connected with working backstage, including working at height, manual handling and working with electricity, as well as wearing the appropriate PPE where necessary.  | x |  |

F. Welsh Language

Please refer to how you meet these essential requirements in your application.

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| --- | --- | --- | --- |
| **No** |  | **Essential** | **Desirable** |
| 1. | The ability to speak Welsh |  | x |
| 2. | The ability to listen and understand conversations in Welsh |  | x |
| 3. | The ability to write in Welsh |  | x |
| 4. | The ability to read Welsh language material |  | x |