

## **DRAFT - GULBENKIAN: PLACEMENT YEAR OPPORTUNITY: GULBENKIAN TECHNICIAN**

<b>Salary Scale:</b>	<b>National Living Wage (£8.99 inclusive of holiday uplift) FOR Café Bar Work</b>
<b>Department:</b>	<b>The Gulbenkian Theatre</b>
<b>Contract:</b>	<b>Fixed term</b>
<b>Location:</b>	<b>Canterbury campus</b>
<b>Responsible to:</b>	<b>Martin Turner, Technical Manager</b>
<b>Closing date for applications:</b>	<b>21<sup>st</sup> May</b>
<b>Interviews are expected to be held on:</b>	<b>29<sup>th</sup> or 30<sup>th</sup> May</b>
<b>Expected start date:</b>	<b>Start date negotiated with line manager</b>
<b>Reference number:</b>	<b>GULB_Tech/BAR_18</b>

### **The Opportunity**

To work 20 hrs per week as a Technician Assistant (unpaid) and the opportunity for 15 hours per week as a café Bar Member (paid).

As this is a Year in Industry/Placement Year opportunity, the learning outcomes of the relevant university module will need to be met whilst on placement. Contact [humsplacements@kent.ac.uk](mailto:humsplacements@kent.ac.uk) in the first instance for more information.

### **The Technician Assistant Role**

After appropriate training to assist with the day to day operations of the Gulbenkian's Technical Department and to

deliver technical services to a high standard.

You will report to the Senior Technician & Technical Manager and be part of a team of contracted, casual and apprentice technical staff that operates across the Gulbenkian & University spaces.

### **Key Accountabilities / Primary Responsibilities**

To work as a team member providing the highest standards of professional technical provision and support for all building users.

To be a key holder for the building and to comply with all requirements and arrangements concerning the security of the building and its contents.

To aid the day to day operations and professional performances of the Gulbenkian's

To comply with safe working practices.

To assist the Technical Department in the adherence to Health and Safety regulations ensuring

all regulations are followed at all times. Training will be provided.

### Key Duties

To provide technical assistance to all venue users for all events.

To assist in the delivery of work in all technical areas under the direction the Senior Technician and Technical Manager.

To assist in the maintenance of all technical equipment ensuring it is correctly maintained and conforms to local and national stipulations. Training will be provided.

To report any required repairs and maintenance to all venue buildings.

To assist our Senior Technician in digital film projection (once training, if necessary has been provided).

Such other duties, commensurate with the position may be assigned by the Head of Department or their nominee.

### Health, Safety & Wellbeing Considerations

This role involves undertaking duties which include the Health, Safety and wellbeing issues outlined below. Please be aware of these, when considering your suitability for the role.

- Noisy working environment (above 80d)
- Repetitive limb movements
- Regular use of Screen Display Equipment
- Potential exposure to asbestos or other dusts
- Working in confined spaces
- Working at heights
- Prolonged physical/manual work/Manual handling
- Exposure to animals
- Lone working

### Internal & External Relationships

**Internal:** Gulbenkian departments, Directors and producers of University events taking place at the Gulbenkian, including student societies.

**External:** Production managers, directors and performers from international, national and regional touring companies, supplemented with conference and educational event organisers.

### Person Specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job of Technician and of a Barista. Applications are assessed against each of the criteria either at application or interview stage. Applications will be deemed unsuccessful if an essential criterion is not met. This may also help you self-select if you are suitable for the role.

**Please note: If you are unsuccessful in either position (Barista/Technician) it would mean you were unsuccessful in both.**

#### ▪ Experience / Knowledge

	Essential	Desirable
An interest in technical theatre	✓	

#### ▪ Experience / Knowledge

	Essential	Desirable
Good organisational skills	✓	

Ability to communicate (written and verbal) with a wide range of people (students/alumni/senior staff)	✓	
A hardworking, cheerful and flexible approach to work	✓	
Good common sense and ability to problem solve	✓	
Familiarity with technical theatre		✓
Good customer service skills	✓	
	✓	

▪ **Skills / Abilities**

	Essential	Desirable
A professional, friendly and approachable attitude in dealing with the public and colleagues	✓	
A team orientated approach to work	✓	
Ability to understand and adhere to health, safety and wellbeing issues appropriate to both technician and barista work	✓	
Physically fit and comfortable working at heights	✓	
Ability to work under pressure to meet tight deadlines	✓	

▪ **Additional Attributes**

	Essential	Desirable
Willingness to learn new skills and to take part in ongoing training	✓	
Willingness to work flexibly in accordance to the weekly programme	✓	
Willingness to stay calm and motivated under pressure	✓	
A responsible attitude to security	✓	
A commitment to Health and Safety in the workplace	✓	

After your Placement Year it is expected that you will have gained:

- Experience of interpreting and delivering a professional technical rider before and during live performances
- Experience of preparing and delivering multi-media and audio-visual elements within live performance
- Working knowledge of digital and film projection equipment and associated delivery software
- Experience of working alongside professional production staff within a theatre environment
- Experience of working with children and young people
- Experience of lighting and sound operation and basic lighting and sound design
- Experience of working in, and gaining transferable skills in, a customer facing retail environment
- *As this is a Year in Industry/Placement Year opportunity, the learning outcomes of the relevant university module will need to be met whilst on placement.*  
Contact [humsplacements@kent.ac.uk](mailto:humsplacements@kent.ac.uk) the first instance for more detailed information.

## Placement Year Job Description: Technician

**How to apply:** Applicants should email a copy of their CV and a covering letter detailing why he/she is interested in this position (no more than 500 words) to [employability@kent.ac.uk](mailto:employability@kent.ac.uk), quoting reference number **GULB\_Tech/BAR\_18** in the subject line of the email. Applications received after the closing date will not be considered.