



**UNIVERSITY OF LINCOLN STUDENTS' UNION
JOB DESCRIPTION**

JOB TITLE: Team Members (Technical)	DEPARTMENT: Commercial Services
LOCATION: Engine Shed, Tower Bar and The Swan	REPORTS TO: Entertainments Manager
SALARY: Aged 25+: £7.83 per hour plus holiday Aged 21-24: £7.38 per hour plus holiday Aged 18-20: £6.50 per hour plus holiday Zero hour, fixed term contract	DATE: April 2018

Context	<p>The Students' Union is an independent body affiliated to the National Union of Students and exists to support students in both their academic and non-academic experiences; whilst working closely with the University and local community.</p> <p>Student leaders are elected by the student body, and supported by the staff's expertise to deliver services and represent student needs; to enhance the experience of all students at the University of Lincoln.</p>
Job Purpose	Act as local crew for events and work under the venue technicians to provide support in the production of events held in the Students' Union Commercial Venues.

KEY RESPONSIBILITIES

Key Responsibility 1	
Support to the Sound and Light Technician	
To provide technical crewing services under direction of the Line Manager.	
To assist in the unloading and loading of boxes under the direction of line manager, in house technicians and touring parties.	
Assist in the unloading and loading of trucks, setting up of stage sets under the supervision of in house technicians and management.	
Support the Sound and Light Technician in operation of sound and light equipment under supervision at in-house events, including club nights and internally promoted shows.	
Key Responsibility 2	
Compliance	
To adhere to standards and regulations detailed in the Staff Handbook, including fulfilment of allocated shifts.	
To set up and operate equipment, under the guidance of the technical management team.	



Key Responsibility 3

General Responsibilities

To present a polite and professional attitude when required to liaise with clients, customers, or promoters.

Ensure that technical equipment does not create a hazard anywhere in the venue.

To tape down any cables running across the floor, and attach safety wires to any flown equipment.

To ensure all rigging is checked or observed by technical management before use on events.

To undertake any relevant training provided on-site pertaining to safe use of equipment.

To observe as applicable, and ensure the adherence to procedure and instructions relating to fire and accidents, Health and Safety Regulations

In addition, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and Dimensions of The Role	<p>Work in a manner that reflects the values of the organisation as shown in the Union's constitution and strategic plan, and in line with Union policies and procedures.</p> <p>Promote a positive image of the University of Lincoln Students' Union at all times.</p> <p>Keep abreast of relevant national and local developments and attend conferences, training events and meetings as necessary.</p> <p>Maintain confidentiality in respect of all areas of the job responsibilities and be aware of current policy relating to the Data Protection Act 1998.</p> <p>Engage in appropriate training programmes as identified by your line manager.</p> <p>Participate in the staff performance and development review scheme.</p> <p>Actively follow and promote Union policies.</p> <p>Some attendance at meetings outside normal office hours may be required.</p> <p>Maintain confidentiality in respect of all areas of the job responsibilities, and be aware of current policy in relation to the Data Protection Act 1998.</p> <p>To undertake such other additional duties as may be required from time to time, within the overall scope of the appointment as directed by the Senior Management Team or Duty Manager.</p>
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Key Working Relationships	<p>Entertainments Manager</p> <p>Sound and Light Technician</p> <p>Students' Union Senior Management Team</p> <p>Executive Officers</p> <p>Commercial Services Management</p> <p>Students' Union Staff Team</p>		
External Contacts	<p>General Public</p> <p>Promoters</p> <p>Live Acts</p> <p>Clients</p>		
Author	H Coleman	Date Published	March 2016



**UNIVERSITY OF LINCOLN STUDENTS' UNION
PERSON SPECIFICATION**

Job Title: Team Members (Technical)

<i>Selection Criteria</i>	Essential (E) or Desirable (D)	Where Evidenced Application (A), Interview (I), Presentation (P); References (R)
Qualifications: Working towards degree or higher qualification at the University of Lincoln.	E	A
Experience: Experience working with technical equipment	E	A/I
Experience of operating technical equipment	E	A/I
Experience of working in a busy environment	E	A/I
Experience of working at events	D	A/I
Experience of maintaining Technical Equipment	D	A/I
An understanding of the particularities of working within a democratic organisation.	D	A/I
Skills and Knowledge: Ability to learn new processes and procedures quickly	E	A/I
Able to manage own workload, time and priorities	E	A/I
Project Management Skills	D	A/I
Competencies & Personal Attributes: Commitment to the delivery of high standards of service.	E	A/I
Able to work as part of a team and under own initiative	E	A/I
Ability to multi-task	E	A/I
Understanding of, and commitment to, Equal Opportunities within the workplace.	E	A/I
Ability to adapt to changing situations.	E	A/I
Proven ability in organising.	E	A/I
Personable and Professional in relationships with others.	E	A/I
Flexibility and resilience	E	A/I
Ability to problem solve under pressure	E	A/I
Business Requirements: University of Lincoln Student during 2018/19 academic year	E	A
Will be required to work evenings and weekends	E	A/I

Essential Requirements are those, without which, a candidate would not be able to do the job. Desirable Requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.