

The **acc** Liverpool Group

THE ACC LIVERPOOL GROUP

Job Description & Role Profile



Production and IT

Production Technician - Events & Resources

REPORTS TO: Resources and Development Manager

DIRECT REPORTS: NA

JOB PURPOSE

To provide technical support and crewing during get in's, fit ups, and get out's and to operate technical equipment during event open periods as required in all areas of operation as required, such as Lighting, Sound, Vision, Counterweight Flying and Rigging to make a significant contribution to the ACC Liverpool Group.

To maintain and increase the quality of service delivered by the Production and Technical Team, by carrying out inspections and maintenance on all department resources, maximising efficiency, and utilisation.

MAIN DUTIES AND RESPONSIBILITIES

This role is split between working directly on events (average 60%) and maintaining and managing of department resources (average 40%).

- Deliver general duties across all technical areas of operation as required (Lighting, Sound, Vision, Counterweight Flying and Rigging) for events) to ensure event success.
- In conjunction with the Resources and Technology Manager, develop and implement a smooth and organized maintenance, statutory inspection, and servicing process to protect Production & Technical assets & investments and ensure the department pulls the most return from ACC assets.
- In conjunction with the Resources and Technology Manager, prepare and de-prepare of equipment for onsite and offsite events to increase department efficiency and productivity.
- Carry out weekly checks of Production & IT areas and venue MEWPS, reporting issues and challenges as required to correct venue channels.

- Monitor all the ACC Liverpool equipment so that it is not misused or misplaced to ensure that a high standard of housekeeping is always met, and that proper use, care, security, and maintenance needs are met.
- Monitor housing keeping standards to ensure production areas are in a safe, clean, and tidy condition and standards of the ACC Liverpool Group are delivered.
- Assist in maintaining compliance within the legal framework of current Health and Safety regulations as they apply to production work practices and the maintenance and upkeep of departmental records.
- Facilitate the production activities of incoming professional and nonprofessional organisations using the ACC Liverpool Group facilities including conference clients, promoters and contractors hiring the facilities for artistic and conference purposes to ensure needs are met.

MANAGEMENT / SUPERVISOR RESPONSIBILITIES

Provide supervision, guidance and support for all casual and freelance staff and service partners to ensure safe working practices are followed to deliver the running of events.

GENERAL

- To contribute to the success of our One Team culture to deliver our aims and objectives, maintaining a flexible and positive attitude.
- To adhere to the ACC Liverpool Group's Health and Safety policies and procedures and to observe a duty of care to all visitors, staff, and contractors to ACC Liverpool.
- To undertake any other duty commensurate with this post as determined by your manager.
- This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.
- It is inevitable over time that the emphasis of this job will change, therefore this information will be periodically reviewed, revised, and updated involving the post holder.

ROLE PROFILE

ATTRIBUTES	DESCRIPTION	ESSENTIAL/ DESIRABLE	HOW MEASURED
TRAINING & QUALIFICATIONS	• ABTT awards or equivalent NVQ • IPAF/Forklift operators' card • IOSH Working safely qualification	E/D E E	A
EXPERIENCE	• Experience of the day to day running of a technical department. • Proficiency with a variety of technical systems plus experience in maintenance and repairs. • Experience using MEWPs and performing pre-use checks. • Experience of professional entertainment and corporate presentation. • Experience of professional maintenance and inspection practices. • Knowledge / Experience in Stage Management / Duty Technician role. • Knowledge / Experience in standard rigging systems. • Knowledge / Experience in counterweight flying systems. • Knowledge / Experience in first line maintenance of counterweight flying systems. • Knowledge / Experience of industry related Health and Safety regulations including risk assessments, Working at Heights, and Noise at Work. • Knowledge / Experience of leading casual staff and freelance staff. • Knowledge / Experience of being responsible for the safe and efficient use of equipment.	E E E E E E D D D E E E E	A/I

Appendix 1

	• Knowledge / Experience of a busy, flexible, multi venue facility. • Knowledge / Experience of working with a variety of promoters and corporate clients. • Knowledge / Experience of 2d CAD, Inventory management, Office, and other computer programs.	E E E	
SKILLS & KNOWLEDGE	• Awareness of Health and Safety practices and legislation. • Understanding of all elements of production for a live event. • Understanding sector and events management. • Awareness of rigging equipment. • Excellent presentation skills • Excellent team building skills. • Excellent client liaison skills. • Excellent customer service skills. • Proven ability to manage under pressure and work to targets and tight deadlines. • Self-motivated and ability to work independently and as part of a team. • Ability to work on own initiative and to use initiative to problem solve. • Excellent organisational skills. • Excellent communication skills verbal and written. • Good standard of Literacy and numeracy skills	E E E E E E E E E E E E D	A/I/P
KEY ATTRIBUTES	• Emotional intelligence, pragmatic, resilience, confidence, good verbal and written communication, conflict resolution	E/D	I/P
COMMITMENT	• An understanding of and personal commitment to the Vision and Values of the ACC Liverpool project. • Commitment to and the flexibility to work hours as determined by the business. This will include working evenings, night work, weekends and occasionally away from home.	E E	I I

	- Committed to on-going personal development and development of the team. - Willingness to undertake appropriate training in other roles such as AV or Sound.	E E	I
OTHER	An enthusiastic and responsible team player with the ability to work with limited supervision.	E	I

Key for How Measured:

I - Interview

P - Presentation

A - Application

E - Exercise

T - Test

AC - Assessment Centre

CS - Case Study

Signed by Employee:

Date:

Signed by Line Manager

Date