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## JOB DESCRIPTION

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| **POST TITLE:** | Technical Coordinator |
| **DEPARTMENT:** | Warwick Arts Centre |
| **SUB-DEPARTMENT:** | Operations / Technical |
| **POST RESPONSIBLE TO:** | Technical Manager |

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| **JOB PURPOSE:** | To assist with the day-to-day management of the technical operation of the Arts Centre. The Technical Coordinator will work closely with the Technical Manager and deputise for Technical Manager as required. |  |

**Duties and Responsibilities**

**Staffing**

* To assist Technical Manager by scheduling staff, allocate duties, and supervise technical staff to ensure all technical areas and operations are adequately and appropriately staffed within the established terms and conditions of appointment and budget.
* To ensure staff hours comply with the Working Time Regulations and employment legislation; to produce and maintain accurate and up to date weekly records (including Annual leave).
* To assist with recruitment of permanent and casual technical staff.
* To assist in recruiting, training and maintain a pool of suitably skilled casual staff in accordance with the University's employment policies.
* To assist with organising the induction and regular in-house training of permanent and casual staff

**Technical Operations**

* To assist with the management and delivery of the technical requirements of incoming professional and non-professional organisations using Arts Centre facilities including visiting artists, student societies, voluntary groups, conference clients and organisations / individuals hiring facilities for artistic and conference purposes.
* To assist with Production management of specific events as identified by the Technical Manager.
* To assist with liaison with university student groups regarding the technical needs of forthcoming productions.
* To assist in ensuring the proper use, care and maintenance and safe systems of work for all Arts Centre technical equipment, including negotiation of services with suppliers / contractors.
* To assist with ensuring compliance within the legal framework of Health and Safety regulations (to include but not limited to writing and updating risk assessments, method statements, fire evacuation, staff awareness, training and records, completion of accident reports, PAT and equipment testing CDM regulations etc) as they apply to work practices and the maintenance of accurate and up to date departmental records and to ensure that these are communicated and adhered to by Arts Centre staff and visiting companies.
* To assist with and monitor schedules for the ongoing maintenance of technical equipment and facilities to ensure that equipment meets required standards at all times. To ensure up to date written records are kept.
* To assist the Technical Manager with selection, specification, upgrading and renewal of existing equipment, and purchase of new equipment.
* To maintain accurate and up to date technical specifications and departmental records of equipment, facilities and venues including the production of AutoCAD drawings, as necessary.

**Management and Liaison**

* To assist with the effective and regular communication with technical staff organising meetings as required.
* To assist with line and performance management, supervision, guidance, and support for technical staff and undertake appraisals as required.
* To assist with ensuring a consistent, professional, and high-quality customer focused service is always provided.
* To work with colleagues to ensure that technical and FOH staff work together to provide a seamless service for all customers.
* To liaise with relevant University departments but in particular Warwick Conferences and the University Estates Office to ensure the highest level of technical services / support and equipment are always delivered.

**Finance**

* To assist with the financial management of the department, to prepare budgets, control expenditure and maintain records of staff costs to ensure the correct and timely cost centring / recharging of activity and to manage specific income generating activities.
* To manage and annually update the departmental inventory records and to ensure the Gallery inventory is updated annually.

**Training**

* To assist with the management and provision of technical training needs, to ensure the maximum effectiveness of skills and aptitude within the department reflect the current requirements within the industry.
* To advise and supervise students working on all technical aspects of productions at the Arts Centre as required.

**General**

* To be a competent IT user able to use and quickly learn different systems and packages including excel, word, CAD packages and specialist theatre and cinema software.
* To keep up to date with technological developments in the Technical Theatre and performance and film industry and advise on their suitability for use at Warwick Arts Centre.
* To be an ambassador for WAC, it’s vision and mission, and to provide excellent customer experience to all staff, users, and visitors.
* To lead by example and identify and promote best practice and to undertake any training as required by the post.
* To drive vehicles as appropriate, subject to complying with the conditions of the University's motor insurance policy.
* To be a proactive, positive, willing, and flexible member of the team supporting Warwick Arts Centre meet its objectives and vision.
* To understand, adhere to and promote University of Warwick and Warwick Arts Centre policies and procedures.
* To work as required unsociable hours including overnight, weekends, customary and statutory days.
* To support Technical Manager with other duties commensurate with the general level of the post.

**PERSON SPECIFICATION**

**POST TITLE: Technical Coordinator**

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| **REQUIREMENTS**  The post holder must be able  to demonstrate: | **ESSENTIAL (E) or**  **DESIRABLE (D)**  **REQUIREMENTS** | **MEASURED BY:**  a) Application Form  b) Test/Exercise  c) Interview  d) Presentation |
| Educated to a minimum of GCSE grade A-C in English and Maths | E | a,c |
| Previous experience of professional entertainment and conference presentation, with some previous technical / production management experience | E | a,c |
| A good understanding of all areas of current industry practices including sound, lighting, stage management, projection and computer aided design (AutoCAD) | E | a,c |
| Excellent working knowledge of all industry related health and safety regulations, including risk assessment | E | a,c |
| Excellent IT skills to include Word, PowerPoint, Outlook, Excel etc | E | a,c |
| Excellent communication organisational and interpersonal skills | E | a,c |
| Good analytical and problem-solving skills | E | a,c |
| Time management and negotiations skills | E | a,c |
| Knowledge of cinema and projection | E | a,c |
| Ability to work flexible hours and a willingness to work regular and unsociable hours | E | a,c |