

Person Specification

Department:	Culture, Events and Tourism	Date prepared:	06 Sept 2019
Division:	Derby LIVE		
Section:	Production and Technical	Grade:	H
Job title:	Technical Manager		

1. Experience	Essential	Desirable	A*	I*	T*
Extensive experience of working within technical facilities in a mid to large scale entertainment venue or conference building.	Y		Y	Y	
Proven successful experience in managing teams so as to achieve targets and to promote individual development and contribution to the employer's business and service objectives.	Y		Y	Y	
Proven successful experience of complying with Health and Safety at Work in an environment comparable with that of a theatre or entertainment complex.	Y		Y	Y	
Experienced in risk assessment writing and review	Y		Y	Y	Y
Experience of safe rigging practices, including but not restricted to; rigging and use of motorised chain hoists and trusses, knot tying, rigging luminaries & speakers, use of slings and shackles	Y		Y	Y	
Experience of working with a wide and diverse range of clients and customers	Y		Y	Y	
Experience of working in a wide and diverse variety of performance venues, both indoors and outdoors		Y	Y	Y	
2. Qualifications	Essential	Desirable	A*	I*	T*
GCSE Maths and English at Grade C or above, or equivalent experience	Y		Y		
Formal technical theatre or events qualification, or equivalent experience	Y		Y		
City and Guilds BS 7909 Temporary Electrical Systems qualification		Y	Y		
City and Guilds BS 7671 Level 3 Award in the Requirements for Electrical Installations		Y	Y		
Recognised Health and Safety qualification		Y	Y		

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Full UK Driving Licence	Y		Y		
MEWP 'Cherry Picker' Training (e.g. IPAF Licence)		Y	Y		
Telehandler/Rough Terrain Forklift Training		Y	Y		
Forklift Truck Training		Y	Y		
First Aid Training		Y	Y		
3. Skills and Knowledge	Essential	Desirable	A*	I*	T*
Excellent administrative and organisational skills	Y		Y	Y	Y
Excellent written and spoken communication skills	Y		Y	Y	Y
Excellent numerical and ICT skills	Y		Y	Y	Y
Knowledge of financial administration and budgetary monitoring	Y		Y	Y	
Working knowledge of rental and event management software systems (Current & Artifax)		Y	Y	Y	
Knowledge of all relevant Health and Safety legislation and good practice in relation to the post	Y		Y	Y	
A practical knowledge of LOLER, PUWER, CDM and other relevant Health and Safety regulations	Y		Y	Y	
Strong leadership skills with the ability to inspire and develop a team of full time, part-time and varied hours staff	Y		Y	Y	
Considerable knowledge of theatrical / live event lighting, sound systems, rigging, staging, large scale projection	Y		Y	Y	
Knowledge of computer aided design and visualisation software for designing stage layouts, rigging plans, electrical schematics and client requirements to ensure events can work within venues, whilst maintaining relevant safety requirements		Y	Y	Y	
Theoretical and practical knowledge of the design, installation, use and safety principles of Temporary Demountable Structures for events and exhibitions to comply with the Institution of Structural Engineers Temporary Demountable Structures Guidance		Y	Y	Y	

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4. Personal qualities	Essential	Desirable	A*	I*	T*
Ability to work calmly under pressure	Y		Y	Y	
A 'can-do' attitude and a positive, flexible approach to the job role, work colleagues and peers	Y		Y	Y	
A strong customer service focus and a genuine desire to deliver an excellent experience, every time	Y		Y	Y	
Ability to work under one's own initiative and as a member of a team	Y		Y	Y	
Ability to plan and prioritise work effectively	Y		Y	Y	Y
Ability to communicate with staff at all levels	Y		Y	Y	Y
Ability to work evenings, weekends and occasional bank holidays	Y		Y		
5. Equalities	Essential	Desirable	A*	I*	T*
Knowledge and awareness of the Equality Act 2010 and how it applies to this job	Y		Y	Y	
Ensure that equality issues are identified, promoted and managed in all areas of your work	Y		Y	Y	
The Council has an Attendance Management Procedure. Your attendance record will be taken into account when making appointment decisions.					

* A - Application, I - Interview, T - Test