

Post Title:	EVENTS TECHNICAL COORDINATOR
Responsible to:	Venues Development Manager
Responsible for:	All technical student staff in the Venues department, third party and freelance contractors as required.
Grade:	Guild Grade 5

Organisation:

This role is part of the Venues department working collectively with colleagues delivering the Guild's large scale events, bars, catering, security and technical services (sound, light & production) within the Engagement Directorate.

Job Purpose:

The Events Technical Coordinator role is to support delivery of the Venues departmental plan. We expect Coordinators to help to create an inclusive and engaging environment for all.

The role is required:

- To ensure the highest standards of technical support for all Guild events, ensuring compliance with health and safety requirements
- To oversee the day to day operations of technical services including staffing, finances and equipment maintenance

Success in the role will require a highly student and customer focused approach together with an emphasis on teamwork. The role involves collaboration with internal and external stakeholders, acting as a positive ambassador for the Guild and facilitating under-represented groups to find a comfortable place here. Supporting a culture of ambitious targets and a positive team spirit are also key. Coordinators are expected to follow the Guild's competency framework, which should be read in conjunction with this job description.

Key Role Responsibilities:

1. To work with the Venues Development Manager to provide a high standard of technical services support and delivery for all Guild events.

2. To work with stakeholders to deliver a high standard of technical support for events, and building and maintaining key relationships with internal and external customers, including, but not restricted to Guild staff and departments, students and student groups, the University and external clients.
3. To ensure technical support is delivered effectively and that requirements are gathered for all Guild events in consultation with key internal stakeholders for both regular and one off events.
4. To work closely with all relevant departments to timetable events, and ensure that there is appropriate capacity, including availability of equipment.
5. To ensure that all technical support is costed effectively in line with agreed pricing models and event requirements, and delivered in line with brief and budget.
6. To monitor the budget performance, and meet financial and other performance targets agreed with the Venues Development Manager.
7. To record and monitor equipment hire to both internal and external customers, ensuring that administration and processes are conducted in accordance with the Guild's Financial Procedures,
8. To ensure that all technical support is delivered in line with all relevant Health & Safety regulations, with particular reference to: Electricity at Work, Working at Height and Lifting Operations and Lifting Equipment Regulations.
9. To ensure that all technical services equipment is maintained and compliance with Health & Safety regulations, with particular reference to electrical equipment.
10. To ensure that the rigging of temporary equipment is constructed out in line with Health & Safety regulations, and subject to regular risk assessment and review.
11. To be responsible for the overall and ongoing maintenance and repair of all technical equipment (including consumables, tools and other accessories as applicable), making recommendations for the purchase new and replacement equipment as required and in line with procedures.
12. To be responsible for the recruitment, training, and supervision of the technical student staff team, to ensure that all regulations, Guild policy and processes, and technical services standards are adhered to.
13. To be responsible for the management of all third party and freelance contractors required to support Guild events, including their appointment, and adherence to Health & Safety.

14. To act as a key holder for the Guild, ensuring security and safety of the building and people when required and in line with Guild policy
15. To develop and maintain effective relationships with relevant local and university stakeholders.
16. To work closely with the wider Guild team to support and enhance student groups, and engage members in the functions of the Guild of Students.
17. To identify improvements and recommend these to the Student Groups Manager for consideration.

General Duties:

1. To undertake appropriate induction and ongoing training and personal development, as required for the role.
2. To adhere to all Guild policy with reference to HR, staffing, health and safety, data protection, environmental and any other specific Guild Policy which impacts upon your role or that of the team.
3. To be familiar with the Guild's competency framework, striving always to demonstrate the positive behaviours which drive the highest standards of personal and organisational performance in supporting our students. Grade 5 Coordinators should be developing within level 1 of the six competencies (Student and Customer Focus, Accountability, Results Focus, Inclusivity, Communication and Teamwork) which is designed to support staff to achieve high performance
4. To act as a role model in portraying a positive image of the Guild both internally and externally, acting as an ambassador and displaying high standards of personal integrity and professionalism.
5. To support the work of the Venues team, where necessary, in the event of sickness, holiday or other exceptional circumstances.
6. To undertake such other duties as may be reasonably required, consistent with the nature and grade of the post.

Person Specification: Events Technical Coordinator

You must be able to demonstrate in your application that you have;

	Essential	Desirable
QUALIFICATIONS		
Good general education to degree standard, typically including Maths and English at least to GCSE C or equivalent	✓	
A relevant electrical or rigging qualification		✓
A relevant Health & Safety Qualification		✓
Full, clean, UK Driving Licence		✓
EXPERIENCE		
Experience of technical event production, including lighting, sound, video, staging and rigging	✓	
Experience of delivering and supporting a wide range of events, including regular weekly/monthly events, as well as large scale ad hoc/one off events	✓	
Experience of delivering projects – from concept to completion	✓	
Experience of working with a range of stakeholders, internal and external customers and clients	✓	
Experience of monitoring budgets, and working with financial responsibility, with a focus on value for money	✓	
Experience of developing administrative systems and processes	✓	
Experience of developing and delivering staff training	✓	
Experience of acting as a key holder		✓
Experience of supervising others		✓
SKILLS AND KNOWLEDGE		
Knowledge of relevant Health & Safety legislation and regulations	✓	
Computer literacy (including Excel)	✓	
Ability to plan and prioritise work effectively	✓	
Ability to communicate effectively verbally and in writing	✓	
Ability to manage multiple deadlines and conflicting priorities	✓	
Understanding of data protection & confidentiality	✓	
Creative thinking & problem solving skills	✓	

Maintenance and repair of electrical equipment		✓
Knowledge of and/or experience of using lighting software		✓
PERSONAL QUALITIES		
Motivated by working in a student-led, democratic workplace	✓	
Student & Customer focus: Keeps student leadership and the needs of students and customers at the heart of activities	✓	
Accountability: Takes personal responsibility for the important role they play in the Guild's work and in wider society	✓	
Results Focus: Strives for the best results – gets things done on time and to a high standard	✓	
Inclusivity: Values diversity - works to create an inclusive and engaging environment across all our activities and services	✓	
Communication: Communicates clearly and appropriately to people across our students' union and outside	✓	
Teamwork: Builds good relationships and works effectively with a range of people to deliver our shared goals	✓	

August 2021