

# Events Technical Coordinator

## Role Profile

The Union's vision is that: **Every student loves their time at Southampton.**  
Your role in contributing towards achievement of this vision is described below.

### Main Purpose of Role:

- 1) Co-ordinate and deliver production requirements
- 2) Supervise and train the Technical Crew
- 3) Maintain and development production resources

**Responsible to:** Head of Facilities  
**Responsible for:** Support Staff (Technical Crew)  
**Grade:** D

### Main Duties of the Role

#### Co-ordinate and deliver production requirements

- Work with other Students' Union departments to ensure appropriate delivery of production requirements for events
- Assist with the planning and development of events, including coordinating with external companies for hires and quotes
- Provide an equipment hire service to students and external clients
- Liaise with external clients to coordinate production of their events
- Deliver fantastic customer service to colleagues, students and clients
- To provide support and advice to members of student-led clubs & societies on the safe usage of their equipment for events.
- Ensure relevant risk assessments are in place for the delivery of individual events
- Maintain a working knowledge of industry best-practices for event technical and production set-up

#### Supervise and train the Technical Crew

- To instruct and advise the Technical Crew on correct procedures both in terms of safety and correct conduct when working events.
- Ensure appropriate staffing levels, and schedule the Technical Crew to work as required
- Develop, implement and review a training programme and working procedures for the Technical Crew
- Keep a written record of all training procedures and attendance at training
- Attain relevant industry-recognised qualifications as required for the role

#### Maintain and develop production resources

- To maintain an inventory of all resources, keeping maintenance records, and ensuring appropriate maintenance provision

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- To ensure PAT testing of electrical equipment is carried out in line with HSE regulations, and to keep a record of activity.
- Assist and advise members of student-led clubs & societies with the maintenance and servicing of their technical equipment
- Ensure appropriate stock levels of consumables such as gaffer tape, bulbs, etc. are maintained
- Advise when the tech equipment is due for renewal
- Ensure all technical areas are kept clean and tidy, and in good working condition
- To implement a Planned Preventative Maintenance Schedule
- Ensure all risk assessments are reviewed regularly and kept up to date

### **Contribute to the overall effectiveness of the Union by**

- Participating in and driving personal learning and development
- Attending all meetings and training events, as required
- Ensuring that statutory and legal obligations are met
- Supporting the implementation of the Union plan, promoting our aims and values through the goals of the departments Operational Plan
- Promoting the Union's various policies within your work, in particular Health & Safety, Equality & Diversity and Ethical & Environmental
- Contributing to the positive image of The University of Southampton Students' Union with students, University and the local community working with the team to ensure a full service is provided at all times, providing cover as necessary
- Ensuring personal knowledge and skills are updated to ensure effectiveness in meeting work objectives
- Completing such other duties as may be reasonably prescribed by the Union, appropriate to the grade and responsibilities of the post

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### Role Specification

We have described below the range of experience, qualifications, knowledge, skills and attributes we are looking for. We will use this to manage our selection process and also to identify any training and development needs once in post.

KEY/QUALIFICATIONS/EXPERIENCE REQUIRED	ESSENTIAL	DESIRABLE
Experience of setting up and operating technical services for club nights, live music and other entertainment – including sound, lighting, video and decor	X	
Experience of specifying and designing technical and production requirements for a range of events	X	
Experience of running and delivering a technical equipment hire department		X
A good understanding of Health & Safety issues associated with running large events and venues including Working at Height, Control of Noise at Work, Lifting Operations and Lifting Equipment Regulations legislation		X
Supervisory experience and ability to direct and motivate staff and volunteers	X	
Ability to work on own initiative and effectively in a team	X	
Confidence in a range of IT skills; mainly focussed around Microsoft Office and the use of electronic information systems.		X
Excellent organisational, administrative and planning skills	X	
Ability to deal with heavy lifting work from time to time	X	
Commitment to and passion for the values and purpose of a Students' Union, including the ability to work in a student led environment. Commitment to and knowledge of equal opportunities – including inclusivity and access issues	X	
Able to work flexible hours including regular evenings, weekends and late nights and to visit other sites as necessary	X	
A clean full UK driving licence	X	
Commitment to and an understanding of Equality & Diversity, Ethical & Environmental issues and Health & Safety		X

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### Our Values

As an organisation, our values underpin our work and guide what we live by in order to achieve our mission:



#### Stand Strong

We stand up for students and make sure their voice is heard.

We stand strong when facing challenges and are not afraid to be different. We think big and work to achieve great things.



#### Join Together

We are an inclusive and diverse community of students and staff

We join together with each other, the University, and the local community to make a positive difference.



#### Take Responsibility

We take action on the issues that matter to students and act with integrity.

We continually work to be more sustainable, challenge discrimination and prejudice. We strive to be a force for good for students and wider society.