



Position: Technical Assistant (Fixed Term)

Department:	-	Operations
Reporting to:	-	Technical Director
Contract	-	Fixed-term
Start:	-	From 29 th April 2019
End:	-	12 th July 2019
Hours:	-	Total of 40 hours per week (typical working day 0830-1730)
Rate of pay:	-	Dependent on experience

Roles and Responsibilities:

Technical Support

- Provide a high level of customer service to internal and external clients.
- Set up and maintain Backstage Academy facilities (e.g. Classrooms, Store rooms) to be ready for programmed teaching and assessment activity.
- Provide technical support to staff and students ahead of/during timetabled sessions.
- Assist with the set up and de-rig of equipment as required.

Stock Control and Maintenance

- Comply with Backstage Academy's stock-control system and ensure equipment is returned to the correct, secure location.
- Maintain equipment to the correct industry standard.
- Diagnose faults and carry out front-line maintenance.
- Carry out stock-checks as directed.
- Communicate and negotiate with manufacturers and suppliers where required.
- Collect and drop of equipment from suppliers and sponsors.
- Maintain a good working knowledge of technical equipment for lighting, sound, video systems, rigging and networking.

General Duties

- Undertake all tasks identified by the Technical Director.
- Ensure health and safety requirements are adhered to.
- Undertake all duties in line with Backstage Academy policies and H&S legislation.
- Attend staff meetings and any training identified by the company.
- Proactively strive to meet targets and KPIs set by the Technical Director.
- To undertake any other appropriate duties in keeping with your role, as deemed necessary by your Line Manager, Head of Department or the Vice-Principal.

Person Specification

Essential Criteria:

- Evidence of a proactive and problem-solving approach to work.
- Evidence of consistently delivering a high standard of customer service to clients and colleagues.
- Evidence of quickly adapting to new systems and processes.
- Hold a current driving license.
- Hold a degree or equivalent industry experience.
- An understanding of rigging and staging building practices.
- An understanding of sound systems and digital desks; such as equipment from d&b audiotechnik, Shure and Midas.
- An understanding of video systems, LED wall and media servers; such as Disguise, Green Hippo and QLab.
- An understanding of lighting equipment and desks, such as Avolites, MA, Hog and Vista.
- IT literate in Mac and PC operating systems.

Desired Criteria:

- A track-record of working in educational establishments.
- Experience of operating lighting equipment and desks.
- Experience of operating and troubleshooting video systems, IMAG and media servers.
- Experience of installing and operating live sound systems.
- Rigging experience and/or qualifications.
- IPAF qualification for working at height.
- Fork-lift license.

About Backstage Academy

Uniquely positioned at the heart of Production Park, Europe's leading live industry destination, Backstage Academy provides the best possible training for the flourishing live events sector, with fantastic industry links and state-of-the-art production facilities. Our degree courses are designed to give the academic knowledge and vocational skills needed to enter this vibrant and fast-paced industry. Our students benefit from firsthand experience of life in live events providing them with an unrivalled springboard into their careers.

Providing real-world work opportunities is at the core of our offering, giving students the opportunity to put theory into practice and create their own professional networks that, quite simply, money can't buy. Placement opportunities have included BBC Biggest Weekend, Glastonbury Festival, Ibiza Rocks, the Roger Waters + Them Tour and United Autosport Le Mans Series.

Throughout all three of our degree courses we hold regular masterclasses by internationally renowned industry professionals. These sessions provide invaluable insights which assist students' integration into the real world of work.

For further information and discussion for the position advertised, please contact the HR Manager, Balreen Mehat, on 01977 659800 or email recruitment@productionpark.co.uk