



Job Description
Venue Technician

Tenure
Permanent

Salary
£25,759 - £27,378

**CULTURE
QUARTER**





VENUE TECHNICIAN

The Venue Technician supports the day-to-day technical and building operations across Culture Quarter venues. Working under the guidance of the Technical and Building Manager, you will assist with event setup and delivery, serve as Duty Technician and take an active role in the technical production of events. You will play a key role in maintaining the presentation and safety standards of our venues, including The Fire Station auditorium, Parade Ground, Fireside, and the Dun Cow.

This is an active role requiring regular evening and weekend work, with responsibilities both on stage as Duty Technician and throughout the venues supporting building operations.

Applicants are invited to submit a CV and covering letter outlining their suitability for the role to recruitment@thefirestation.org.uk.

The deadline for applications is 9.00am on Monday 21 September. Interviews are scheduled to take place on Tuesday 29 September.

Job Title:

Venue Technician

Reports to:

Technical and Building Manager

Salary:

£25,759 - £27,378 per annum (Dependent on experience)

Working hours:

37.5 hours per week

Terms:

Permanent contract

Location:

Based at The Fire Station, working at other Culture Quarter venues as required.

MAIN RESPONSIBILITIES

Technical

- Provide professional and practical technical support for events and activities taking place in The Fire Station's various spaces, including the auditorium, Parade Ground outdoor performance space and Fireside, under the guidance of the Technical and Building Manager.
- Support all promoters, producers, touring companies, production teams, and private hirers to ensure they receive the highest standards of customer service.
- Work creatively as an active member of the technical delivery team on events.
- Act as a designated Duty Technician when required.
- Assist with get-ins/outs, set builds, basic rigging, and operate sound, lighting, or AV equipment during performances where appropriate and when trained.
- Ensure all equipment is in place for the commencement of shows and events and that the equipment is fit for purpose, correctly stored and maintained.
- Provide on-shift guidance and support to casual and freelance technical staff when acting as Duty Technician.



Health & Safety

- Support health and safety practices across all technical tasks, ensuring safe working conditions are maintained.
- Act in accordance with Culture Quarter's policies, including its Health and Safety Policy, Safeguarding Policy and Equality & Diversity Policy.
- Carry out maintenance of technical equipment as directed by the Technical and Building Manager, ensuring it is always fit for purpose.
- Assist in scheduling and facilitating fire drills and safety training where appropriate.

Maintenance and Facilities

- Complete and report a weekly checklist of building maintenance tasks. These tasks include, but are not limited to, fire alarm testing, checks of little-used outlets, building safety walkarounds, fire extinguisher checks and equipment condition checks.
- Assist with the setup and maintenance of outdoor structures, including stretch tents, under the supervision of the Technical and Building Manager.
- Support in ensuring that the building and events are presented to the highest standard and that events are safe for the public and staff.
- Support the Technical and Building Manager in overseeing small-scale infrastructure and maintenance projects across all venues. This includes coordinating access, liaising with contractors, and ensuring completion to specification.
- Act as a keyholder for The Fire Station and, on occasion, respond to out-of-hours callouts.





Staff Development, Training and Communications

- Participate in training opportunities and contribute positively to team development and communication.
- Support the department positively, act as a role model and contribute to the life of the organisation.
- Undertake any training required by Culture Quarter.
- Deliver a proactive and committed service across all areas, contributing positively to the smooth and safe running of Culture Quarter venues.

Other Duties

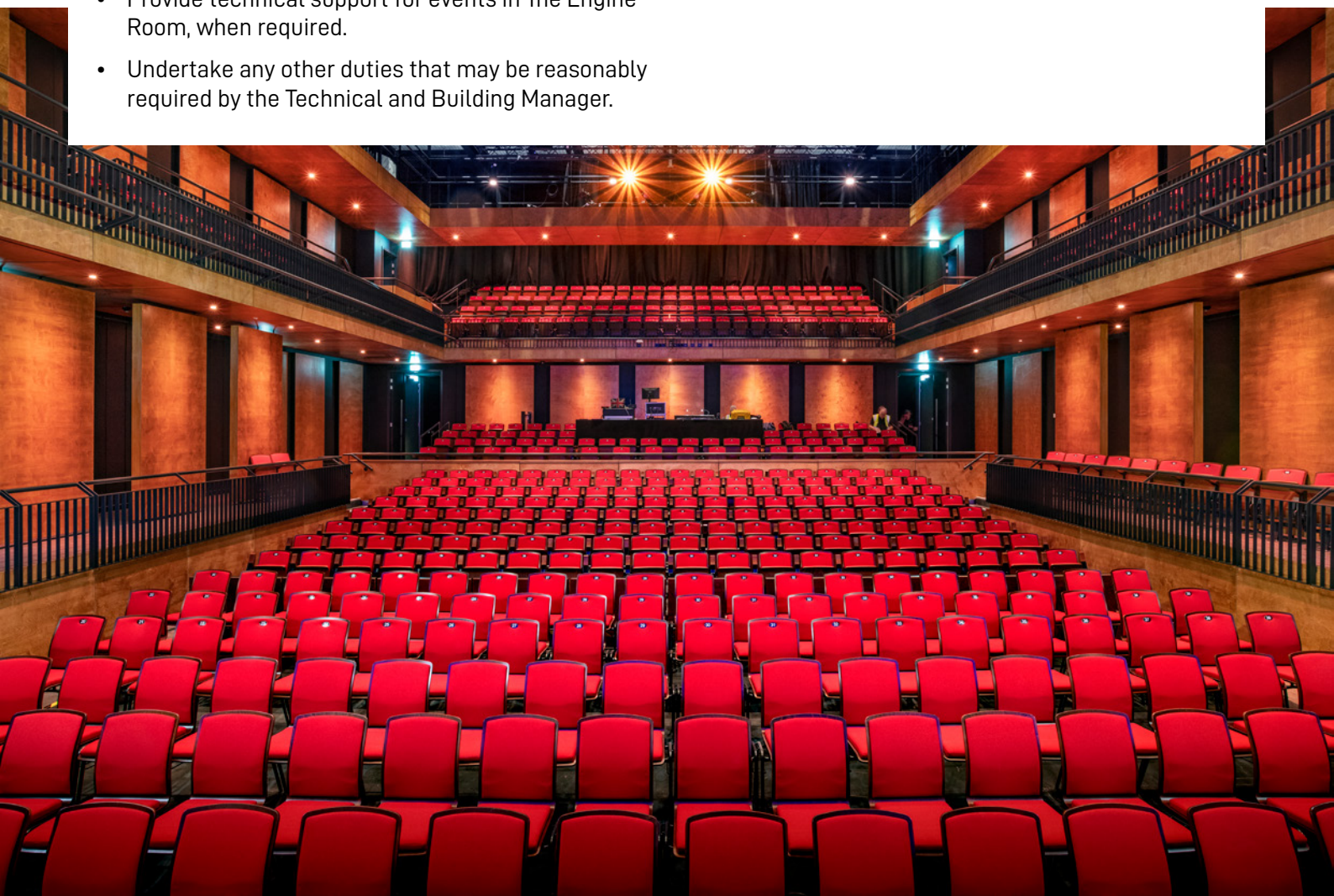
- Attend team meetings as required.
- Provide technical support for events in The Engine Room, when required.
- Undertake any other duties that may be reasonably required by the Technical and Building Manager.

Key Relationships

- Reports to - Technical and Building Manager
- Provides shift support to:
 - Casual and freelance technical staff and crews (when acting as Duty Technician).
- Works in collaboration with:
 - Senior Technicians.

Special Circumstances

- The role holder is required to have a flexible approach to work. Regular evening and weekend working will be required.



PERSON SPECIFICATION

The following criteria are intended to support shortlisting and interview decisions. Essential criteria are the minimum requirements for the role. Desirable criteria may be used to help differentiate between candidates who meet the essential requirements.

CRITERIA	ESSENTIAL	DESIRABLE
Experience	Practical experience supporting live events, performances, technical operations, venue operations, or similar activity. Experience working safely in a busy operational environment.	Experience working in a live music venue or theatre in a full-time position.
Technical Skills and Knowledge	Basic working knowledge of sound, lighting, AV, staging, rigging, or event setup. Able to follow technical instructions and safe systems of work. Able to set up, operate, store, and report issues with technical equipment within own competence.	A qualification in technical production. Knowledge of Avolites, ETC Eos or other lighting consoles. Knowledge of Allen & Heath dLive or other digital mixing consoles. Proven experience operating FOH sound, monitors or lighting for live events and music.
Health and Safety	Understands the importance of health and safety in live events. Willing to undertake required training, including venue-specific safety procedures.	Experience carrying out routine safety checks, equipment checks, fire safety checks, or building walkarounds. First aid, fire marshal, working at height, manual handling, or similar training.
Communication and Teamwork	Able to communicate clearly and professionally with colleagues, visiting companies, promoters, contractors, and hirers. Works well as part of a team and remains calm and practical during busy periods. Able to provide clear handovers and report issues accurately.	Experience supervising casual, freelance, or visiting technical staff during events.
Personal Qualities	Reliable, punctual, proactive, and willing to take responsibility for assigned tasks. Flexible approach to working hours, including regular evening and weekend work. Practical problem-solver with good attention to detail and pride in venue presentation.	Interest in live events, music, theatre, arts, culture, or community-focused venue work. Willingness to develop broader building, facilities, and technical skills over time.
Other Requirements	Able to carry out the physical requirements of the role, including event setup and equipment handling.	Full UK driving licence.

HOW TO APPLY

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