



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Senior Technician, School of Performance and Cultural Industries,
Faculty of Arts, Humanities and Cultures



Senior Technician

School of Performance and Cultural Industries, Faculty of Arts, Humanities and Cultures

Overview of the Role

We are looking for a professional and proactive individual with a good team working ethos to join our technical team in the Faculty of Arts, Humanities and Cultures, within the School of Performance and Cultural Industries as a Senior Technician.

The Senior Technician will be responsible for supporting the Lead Technician to ensure a professional technical service is provided, guaranteeing effective day-to-day operations within the School, ensuring scheduling, maintenance, compliance and continuity activities occur within the technical team, as well as managing and maintaining the School's theatre and performance facilities and delivering inductions.

In this role, you will use your specialist skills and knowledge to work with students, researchers, academics and external artists, to provide advice and support on the technical services available whilst supporting learners, enabling them to meet teaching and learning outcomes. During assessment periods you will also work as part of a team to deliver student productions and installations. Using your knowledge of professional theatre practice, you will aid the Lead Technician in the direction of staff and provide advice and guidance to students, helping them work safely and effectively under pressure.

Please note that this role requires flexible working (including evenings and weekends) in support of the school's programme of public facing student and professional events.



Main duties and responsibilities

As a Senior Technician, your main duties will include:

- Assisting the Lead Technician in managing the day-to-day activities of the technical team, ensuring colleagues are supported to work safely and effectively in their roles;
- Assisting the Lead Technician in directing technical activities within the School, including the scheduling of both staff and technical facilities;
- Providing regular reports to the Lead Technician on relevant developments within the School and technical team;
- Deputising for the Lead Technician when appropriate;
- Overseeing the daily operation of audio-visual facilities and teaching areas/studios, providing advanced technical services to students and staff and offering advice on the technical services available;
- Acting as a point of expertise in audio-visual and recorded media practice, demonstrating an understanding of the research and teaching interests of the School and supporting key stakeholders in matters relating to technical provision;
- Playing a proactive and integral role in delivering public facing student and research related shows/events, demonstrating a keen understanding of performance practice;
- Maintaining up-to-date knowledge of the discipline; investigating and proposing improvements to services; advocating best working practices;
- Liaising and building relationships with key staff, including the Lead Technician, School Manager, Programme Leaders and external service providers to ensure that the technical needs of the School or your work area are met;
- Responsibility for operational safety within your own work area, and supervision of others to ensure they comply with the same process. Promote and apply COSHH/risk assessments for technical facilities and equipment in the School, ensuring that staff and students are given appropriate safety inductions, training and advice;
- Assisting the Lead Technician in overseeing the diagnosis of faults, maintenance and repair of equipment and systems, ensuring that legislative and safety testing is undertaken and documented;



- Assisting the Lead Technician in overseeing the inventory and asset management of the department and the procurement of specialist equipment and associated service contracts;
- Assisting the Lead Technician in designing, developing & delivering contingency plans for technical services in the School;

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

Qualifications and skills

Essential

- A degree in a relevant subject area, or extensive work experience;
- Substantial experience in audio-visual practice and digital performance within a professional arts or educational environment;
- Demonstrable experience of working as a multi-skilled theatre technician, with the ability to provide support in areas such as Lighting (ETC Eos), Sound (including QLab), AV (including editing using Adobe Creative Suite, DaVinci Resolve), Scenic Construction etc.
- Current theoretical and practical knowledge of technical services and technical support, with a willingness to keep your professional development and knowledge up to date;
- Experience in supervising others, motivating and enabling them to achieve high standards and in providing support to managerial colleagues;
- Experience in effective scheduling, timetabling and resource management, ensuring people, equipment and facilities are utilised efficiently;
- Comprehensive and demonstrable knowledge of relevant health and safety legislation and experience of applying health and safety practices in the workplace;
- Excellent communication skills and the ability to provide clear and effective guidance to students and colleagues throughout the School in both verbal and in written form;
- Excellent interpersonal skills and the ability to work effectively with your team, as well as with colleagues throughout the School;



- Excellent organisational skills, with the ability to manage your personal workload whilst assisting others with the support required to complete their own work;
- Computer literacy, with experience of using software such as Word, Excel, and Outlook;

Desirable

- Experience of successfully managing and motivating others to achieve results, prioritising to deadlines and demands;
- A health and safety qualification, e.g. IOSH General Certificate;
- A qualification related to the delivery of teaching and/or instruction, for example Advanced HE Fellowship.
- Experience of Extended and Virtual reality platforms.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Mr Matt Harrup, Lead Technician

Tel: +44 (0)113 343 3453

Email: m.a.harrup@leeds.ac.uk

Please note: If you are not a British or Irish citizen, you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen, this may be your status under the EU Settlement Scheme.

Additional information



Working at Leeds

We are a campus based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

Our University

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Arts, Humanities and Cultures we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability. »

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at hr@leeds.ac.uk

Criminal record information

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

