



LIVERPOOL HOPE  
UNIVERSITY

175 YEARS OF ACADEMIC  
EXCELLENCE

# RECRUITMENT PACK FOR: PERFORMANCE TECHNICIAN

Closing date: 25<sup>th</sup> October 2024 at  
5.00pm

Included in this pack

Role Outline

About the University

Job Specific Details

Job Description / Role Profile

Person Specification

Further information and Benefits of Working at Liverpool Hope University

Useful Links and How to Apply



## PEOPLE SERVICES RECRUITMENT PACK

POST: Performance Technician

STARTING DATE: As soon as possible

SALARY RANGE: Grade 4 (£25,148 to £27,344 per annum)

TYPE OF CONTRACT: Permanent

WORK PATTERN: Full-time

REPORTS TO: Professor Gary Anderson

## THE UNIVERSITY

If you join us, you will be doing so at an exciting time in our development and join a team of over a thousand staff, committed to providing education to our thousands of students. Liverpool Hope University is a financially sound, vibrant academic community with excellent scholarly standards and high ambition. We are proud of our past, confident in our present and excited about our future.

Hope is a liberal arts inspired university with a unique ecumenical Christian foundation, which strives to provide a deep and well-rounded education of the whole person irrespective of faith, age, social class or ethnic origins or physical capacity. We are a real community with two beautiful garden campuses which has striven for and, we believe, achieved that balance between research and teaching. We have also successfully brought together the benefits of full University status (including RDAP) with the value of a college experience. At Hope a drive for academic excellence and a genuine concern to widen participation complement each other. Ours, we say with justification, is 'a University with a collegiate heart'.

## THE POST:

The Capstone Theatre is housed in the modern Capstone Building, adjacent to Angel Field. The building's striking glass facade and columns create a distinct sense of space, inviting guests in to the large foyer area, which houses the Reception and ground floor bar.

The theatre is located over the first and second floors and is a working live performance venue attracting both national and international acts and can accommodate up to 260 audience members.

### **Performance Technician**

We are seeking to appoint a Performance Technician to provide a high level of support at The Capstone Theatre, within the School of Creative Arts and Humanities.

The person appointed will fulfil a full range of multidisciplinary duties to support the efficient running of the Capstone Theatre and the Performing Arts School. They should preferably be educated to degree level or with an equivalent qualification in Technical Theatre, Sound, Stage Management, Media or appropriate professional experience of working in a professional theatrical/live music environment, and have a good understanding of health and safety issues in a performance space context. The role holder will also be required to facilitate the work of visiting companies, other external organisations, the creative and performing Arts and the lecturing/conference programme.

They will have excellent problem solving, organisational and communication skills, with the ability to work under pressure, as a team player. The post holder will be required to work flexible hours (including weekends and evenings) and have the ability to prioritise their workload and use their initiative.

The post is permanent subject to the normal probationary period of twelve months.

Interviews will take place week commencing 28<sup>th</sup> October 2024.

**JOB DESCRIPTION/KEY DUTIES OF THE POST:**

<b>Job Title</b>	<b>Performance Technician</b>	<b>Code</b>	<b>3CITS7</b>
<b>Subject/Service Area</b>	School of Creative and Performing Arts		
<b>Reports to</b>	Head of School of Creative and Performing Arts		
<b>Accountable To</b>	Head of School of Creative and Performing Arts		

**Purpose of Job**

Provides a range of technical and admin services to support the efficient running of performing spaces and studio spaces. The post holder will also support student orientated activities from a technical perspective and ensure activities carried out comply with the accepted practices. The role holder will also be required to facilitate the work of visiting companies, other external organisations, the creative and performing Arts and the lecturing/conference programme.

**Key Tasks / Responsibilities**

1. Support University events (for example, assessments, Open Days, Graduation and performing arts festivals), and external hires by ensuring that the requirements agreed by the Technical Manager are delivered. On allocated events, facilitate, and deliver the following requirements as agreed with the performer, student group and/or Technical Manager.
  - Set up and operation of lighting desks and equipment
  - Set up and operation of sound desks and equipment
  - Set up and operation of AV and projection equipment.
  - Rigging of equipment and set pieces (under approval of Technical Manager)
  - Understanding of technical documents including (but not limited to) scripts, cue lists, lighting and audio plots etc.
  - When requested (in agreement with the Technical Manager) facilitate the production of sound and / or video capture of events including, when appropriate, the editing and mixing of the output.
  - On allocated events, complete show reports in accordance with agreed standards and procedures.
  - As required, attend production meetings, rehearsals, technical rehearsals, get ins, get outs and performances.
  - Liaise with appropriate individuals and groups within the Faculty of Creative Arts and Humanities to ensure that the requirements agreed are delivered.
2. Where appropriate, maintain the technical equipment in the performing spaces including all user devices such as sound desks, lighting desks, lighting equipment and studio equipment to ensure they are operable and meet the user requirement. To include PAT testing and cataloguing of equipment.
3. Be able to work independently and plan/organise own workload, assessing priorities of tasks as required in conjunction with line management.

4. Identify equipment and consumables which need to be procured and advise the Technical Manager.
5. Test, arrange and book out/in resources relating to the audio and lighting for student/staff use during classes, performances/assessments and assist in the running of the Media Hatch.
6. To implement the upgrading of new equipment throughout the performance arts/studio spaces as required by the Technical Manager. I.e. – Rigging of new equipment in performance spaces, making a new cabling, programming, physical and digital patching of equipment, etc.
7. Monitor the performance sector to identify developments which could affect or should be investigated by the university and keep up to date and support the latest emerging technologies deployed at the university.
8. To facilitate inductions and training for academic staff (with instructional guides if required) on new technology and more complex operations deployed throughout the performing spaces/studios. i.e.- use of the DANTE network.
9. Comply with the University Health & Safety policy and with Health & Safety regulations generally with particular reference to procedures requiring sign-off as defined by the Technical Manager.

#### **Work performed (relating to key tasks)**

The performance programmes take place in the evenings, weekends and daytimes; therefore, the post-holder will be required to work flexibly in order to accommodate the events programme. Additional hours worked in some weeks will be compensated by shorter working weeks at other times, not by additional payment.

#### **Materials, resources & equipment to be used**

The following will be used on a daily basis and a hands-on approach is required:

- Lighting, sound and stage management equipment including stage effects
- Audio visual systems and recording equipment
- Networking Equipment
- Rigging Equipment
- Access equipment
- Workshop tools
- Computers
- Printers

#### **Qualifications / Experience Required**

See person specification.



<b>Regular contacts (internal / external)</b>
<p><b>Internal</b>            Academic Resources Manager (Creative Campus)            Desktop / AVA Manager            Associate Dean Creative Campus            Head of School of Creative and Performing Arts            Subject/Assistant Subject Leads            Subject Lecturers            Creative Campus Venue Manager            Conference Department            Students            Health and Safety Officer</p> <p><b>External</b>            External performance and conference companies            Visiting Technicians</p>
<b>Staff Reporting to Post holder</b>
None

#### NAME OF CONTACT FOR QUERIES:

Steven Jones, Technical Manager

Email: [joness6@hope.ac.uk](mailto:joness6@hope.ac.uk)

Office: 0151 291 3633

Mobile: 07772 010 477

#### CONDITIONS OF SERVICE:

This post is based at the Creative Campus. However, you may be required to work in other areas of the University as and when required.

Salary scale for this post is xxx per annum. New appointments will normally be made on the first incremental point of the advertised grade within the salary scale. In certain circumstances, it may be appropriate to offer a candidate a higher incremental point of the advertised grade. Factors which may be taken into consideration when deciding an appropriate starting salary include; previous relevant experience in relation to the role and person specification, consideration of the current salary of the successful candidate (where this can be confirmed by documentary evidence or a reference from the existing employer), consideration of Equal Pay legislation and external market factors. A higher salary should not be offered purely on the fact that it has been requested. Any starting salary above the first incremental point of the advertised grade must be justified and supported by evidence. Salary is payable monthly in arrears by bank giro credit on and around the 20<sup>th</sup> of each month.

The annual leave runs from 1st September to 31st August. Holiday entitlement is 28 days per year plus statutory Public Holidays and Liturgical days. This entitlement is pro-rated for part-time staff.

## PERSON SPECIFICATION

### Methods of assessment

Application form (A)

Interview (I)

Presentation (P)

<b>Educational Requirements</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of assessment</b>
Degree or equivalent in Technical Theatre, Sound, Stage Management, Media or appropriate professional experience.	D	A/I
GCSE's in Maths, English and Science.	E	A
<b>Professional/Technical &amp; Occupational Training</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of assessment</b>
Experience of working in a professional theatre or live music environment across multiple arts disciplines	E	A/I/P
Experience of using a variety of current lighting and sound control desks	E	A/I/P
<b>Experience</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of assessment</b>
Experience and understanding of health and safety issues in a performance related context.	E	I/P
Experience of the performing arts industry across multiple disciplines	E	I/P
Experience of operation of lighting and sound equipment common within the events industry (Allen and Heath and ETC primarily).	E	I/P
Experience of working with students in a Higher Education environment.	D	I

<b>Skills and Knowledge</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of assessment</b>
Equipment Maintenance/Repair: an ability to diagnose and repair faults within technical equipment.	D	I
Problem Solving: the ability to rapidly solve problems when the need arises.	E	I/P
Communication skills: the ability to communicate clearly, confidently and appropriately with staff, students, visiting companies and artists.	E	I
Independent and Team Skills: Ability to work both independently, prioritising workload and tasks efficiently and also working as part of a small team in a varied environment.	E	I/P
<b>Any other requirements</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of assessment</b>
Events can take place in the evenings, weekends and day times. Therefore, the post-holder will be required to work flexibly in order to accommodate the performance programme.	E	I

## FURTHER INFORMATION

Liverpool Hope University has two main teaching campuses – Hope Park in the Liverpool suburb of Childwall and the city centre Creative Campus.

We have invested more than £60 million in buildings and equipment over the past eight years and we are proud of our campuses. Stunning listed buildings sit alongside modern architecture, and with beautiful gardens and facilities, which make Liverpool Hope University a unique place to work and study.

### Mission and Values

Liverpool Hope University is an ecumenical Christian Foundation, which strives:

- to provide opportunities for the well-rounded personal development of Christians and students from other faiths and beliefs, educating the whole person in mind, body and spirit, irrespective of age, social or ethnic origins or physical capacity, including in particular those who might otherwise not have had an opportunity to enter higher education;
- to be a national provider of a wide range of high quality programmes responsive to the needs of students, including the education, training and professional development of teachers for Church and state schools;
- to sustain an academic community, as a sign of hope, enriched by Christian values and worship, which supports teaching and learning, scholarship and research, encourages the understanding of Christian and other faiths and beliefs and promotes religious and social harmony;



- to contribute to the educational, religious, cultural, social and economic life of Liverpool, Merseyside, the North-West and beyond.

## Liverpool Hope's Values

Hope strives to meet the following values, which are integral to the fulfilment of its Mission:

- be open, accessible and inclusive,
- take faith seriously, being fully Anglican, fully Catholic, fully ecumenical, fully open to those of all faiths and beliefs,
- be intellectually stretching, stimulating, challenging,
- be hospitable, welcoming, cheerful, professional, full of Hope; creating supportive communities in aesthetically pleasing environments,
- be well-rounded, holistic, integrated, a team, a community of communities, collaborating in wider partnerships.

## Equality and Diversity

Consistent with its Mission, Liverpool Hope strives to be a University where the individual and individuality matter. We hold students, staff and visitors in high regard and we seek to foster a working and learning environment that recognises and respects difference. All staff are expected to comply with the University's Equality and Diversity policies in the performance of their duties.

## Health and Safety

Liverpool Hope University is committed to ensuring the health, safety and welfare of all staff at work and of students, visitors and others by continuous improvement in standards of health and safety. All staff are expected to comply with the University's Health and Safety policies in the performance of their duties.

## Sustainability

Liverpool Hope University is committed to enhancing the quality of its environment for its staff and students working and living at the University and the wider community; and aims to manage its operations in ways that are environmentally sustainable, economically feasible and socially responsible. All staff are expected to work in accordance with, and promote the University's sustainability practices.

## Benefits of working at Liverpool Hope University

Liverpool Hope offers its employees a full range of benefits:

### Pay and pensions

- Competitive rates of pay defined using the HERA job evaluation scheme
- Pension schemes with generous employer contributions

### Home and Family

- Generous Annual Leave Arrangement
- Opportunity for flexible working arrangements
- Help with childcare costs

## Training and Development

- Induction training for all new staff
- Staff development opportunities

## Health and Well-being

- Hope Park Sports fitness suite and classes with discounted membership
- A range of food outlets with healthy eating options
- Staff counselling service
- Staff cycle scheme
- Support with lifestyle changes
- A range of social activities and groups
- On-site chapel, multi-faith prayer room and Chaplaincy
- Eye testing scheme

We also provide a variety of staff discounts ranging from reduced price Theatre tickets to discounts on beauty treatments.

## Library services

Liverpool Hope's Library Service provides access to a wide-ranging collection of physical and online resources to support learning and research. The service also provides different types of study space across both campuses to support the wide range of learning styles and needs, from individual study rooms to group spaces, and from silent study to more relaxed social learning

## Car Parking

All users of University car parks are required to pay for their use. The University has a scalable charging system for annual permits and pay and display facilities for occasional users.

We recruit staff nationally and internationally as we seek out the best to help build Hope for the future. If you join us you will be doing so at an exciting and challenging time as we work to build a liberal arts inspired university of distinction in the UK.

## Useful Links

<https://www.hope.ac.uk/lifeathope/>

<https://www.hope.ac.uk/studyathope/faculties/facultyofcreativeartsandhumanities/>

<https://www.hope.ac.uk/gateway/staff/peopleservices/>

<https://www.hope.ac.uk/aboutus/jobopportunities/currentvacancies/>

[www.hope.ac.uk/gateway/staff/staffdevelopment/newinternationalstaff](https://www.hope.ac.uk/gateway/staff/staffdevelopment/newinternationalstaff)

## How to Apply

You can download the application form by the links below, or request a hard copy by emailing [jobs@hope.ac.uk](mailto:jobs@hope.ac.uk). You must return a Personal Details form (pages 1-3 or 1-4, depending on the version) and a Work History form (pages 4-8 or 5-8, depending on the version) for your application to be accepted.

<https://www.hope.ac.uk/aboutus/jobopportunities/howtoapply/>

