<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Events Technical Lead</th>
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<tbody>
<tr>
<td><strong>Line Manager</strong></td>
<td>Events Team Manager</td>
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<td><strong>Team</strong></td>
<td>Events Team</td>
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<td><strong>Grade</strong></td>
<td>Grade 5</td>
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**Main purpose of role**
To provide technical support to the Events Team to enable the team to deliver a high quality events programme on behalf of the College.

**Contract**
Full time - 35 hours per week
This role will have not have a fixed working pattern and will require the postholder to work their hours flexibly. Out of hours and weekend working will be required.

**Summary of responsibilities and duties**
- To work as part of the Events Team to provide full end-to-end technical support and training to enable the team to deliver College events, including audio-visual (AV), filming and live-streaming.
- With the Events Team Manager, to be responsible for the technical execution of all College Events.
- To be responsible for and maintenance of the Event Team’s technical equipment and assets, in particular, the JdP (e.g. studio, lighting, livestreaming equipment, electro-acoustic set-up, etc.
- To support the team to evaluate events delivered with the aim to learn and continuously improve, and to share skills and best practice within the team.
- To regularly update the Events Team Manager on the condition of College facilities to ensure their proper and timely maintenance.
- Assist in the production of musical research.
- To support students with regard to technical requirements for music events, study and recording.
- To task manage casual events staff.

**Key Relationships**
- IT Team
- JdP’s Artistic Director
- Development Team
- Academic Office
- The Principal, Governing Body and Senior College Members
- Catering Team
- Communications Manager
- College Accounts Team
- Lodge Team
Duties and Responsibilities:-
- To set up, test and operate audio visual and video conference equipment for College Events;
- To train and support users of technical equipment and in setting up the main platforms for the secure streaming of live events;
- To troubleshoot technology issues and to provide technical event support;
- To be responsible for the general maintenance of technical equipment and ensure that equipment is kept in good order;
- To be responsible for and maintenance of the Event Team’s technical equipment and assets, in particular, the JdP (e.g. studio, lighting, livestreaming equipment, electro-acoustic set-up, etc.
- Assist in the production of musical research.
- To support students in music, including technical expertise required for performance and recording.
- To task manage casual events staff.

Person Specification

Essential knowledge, skills and experience
- Experience of planning and delivering the technical aspects of events end-to-end, to deadlines, often simultaneously with multiple stakeholders;
- Experience and technical knowledge of using AV and video conferencing equipment, including set up, testing and recording operations;
- Experience of filming and live-streaming events;
- Experience of delivering technical training, for relevant roles, to non-technical staff members;
- Self-motivated, well-organised and able to prioritise their work without supervision;
- Resilient, able to work under pressure, able to find solutions for clients;
- Able to work as part of a team and support team colleagues;
- Strong interpersonal skills: confident and able to work with a wide range of clients and stakeholders;
- Strong customer service orientation.
- Clear and accurate written communication skills;
- High level of computer literacy: Proficient of Microsoft Office particularly Word and Excel;
- Willingness to learn, develop and improve;
- Willingness and ability to work outside normal business hours, when required, to support event delivery.

Desirable knowledge, skills and experience
- Previous experience of using a customer relations database;
- Keen interest in technology and knowledge of the latest technology & competitive trends;
- Proficiency in basic video editing.

The duties and responsibilities described above may be subject to reasonable amendment from time to time. In addition, you will be expected to perform any task reasonably assigned to you by your line manager.

Updated November 2022