

Role Profile

Role title:	Assistant Technical Manager
Salary:	£27,013 - £30,237
Full/Part Time:	Full-Time
Contract term:	Permanent
Accountable to:	Venues Technical Manager
Hours:	35 Hours per Week Annualised
Location:	Usually located at the main Students' Union Building and Academy Building but will be required to undertake work at other sites as directed. This is a Hybrid role consisting of Show Days and Office-Based Days.
Eligibility:	Open to applicants with relevant skills and experience who are eligible to work in the UK
Benefits:	We offer a great range of benefits. You can see them here .

Our Organisation

We are Manchester Students' Union, the biggest SU in the country, supporting over 48,000 students throughout their time at university. We help to make student life the best it can be by supporting students to campaign for change, creating opportunities to meet new people, providing employment opportunities, providing advice and support and being a safe place on campus.

We are a values-centred organisation that employs around 90 permanent, full-time members of staff. We recruit a wide range of roles throughout the year within all our departments from our Commercial team operating Manchester Academy Venues, 13 Media, Bar 532 & Kitchen and Corridor Coffee to our Student Activities, Student Engagement, Marketing and Communications, Finance, HR and Facilities teams. Our team of around 400 part-time, studying staff are instrumental in providing to support to all departments as well as leading major projects like Student Angels. When you join UMSU, you'll be immersed in an environment that empowers staff to make great things happen and we're always on the lookout for innovative, passionate, and proactive people to join us.

Our staff team is led by our senior leadership team who are instrumental in driving our strategy at UMSU. It's made up of our CEO, COO, 3 Directors and 2 Associate Directors. We are governed by our trustees and Exec Officers, you can find out more about that [here](#). All our permanent, full-time roles are graded (Grade A-E) which means that there is a clear path to your development and progression whilst at UMSU.

Our Organisational Values

Our values are really important to us and shape the work that we do every day. As part of our recruitment process, we want you to demonstrate how your experiences, behaviours and skills align with our values.

Our values are

- We put students at the heart of what we do
- We provide a 'great experience' service
- We believe in improvement and progression
- We are a community
- We are open and transparent
- We are inclusive

You can find more detailed explanations of our values on [our website](#).

Role Overview

PRIMARY OBJECTIVES OF ROLE

- Oversee the Technical aspects of a production from 'load in' to load out'
- To keep the stage and backstage area clean and tidy and in accordance with Health & Safety guidelines.
- To have a sound working knowledge of the venue and its facilities and where necessary take immediate action to ensure a safe working environment.
- To act as the main point of contact for all enquiries as to the technical operation of the building.
- To engineer live & club sound and lights as required
- To act as a mentor and support the development of student staff

Key Result Areas

Responsible for	Contributor to
To liaise with External Stakeholders, Promoters and relevant Manchester Students' Union Departments to ensure a high standard of technical support for events at The Students' Union.	To provide professional expertise in the provision of technical support within Union Policy.
To book and plan use of technical equipment within the Union	To obtain, maintain, and safe keep, within budget, the Technical Equipment Inventory.
To ensure that all venue technical specification/information sheets are accurate and up to date. Furthermore to ensure that a specific 'technical rider' is generated for every event following discussions with the relevant artists/production staff.	To be thoroughly familiar with and ensure the observations of all legal requirements relative to the function including Health and Safety legislation, Licensing and Risk Management.
To ensure the Production Manager is fully conversant with all aspects of the venue specifications and facilities and to provide help where necessary.	To work effectively with people, developing productive relationships with colleagues and stakeholders;

To act as Technician for Live Events	To report on all aspects of the performance of the operation on a regular basis.
To be responsible for all technical staffing and the maximising of student staff.	To Stage Manage events as and when required

Organisational Stewardship & Leadership Responsibilities

- You'll contribute to team planning days and delivery of team goals and objectives
- You'll be able to conduct risk assessments for area of work and have a good knowledge of risk mitigating activities for day to day activities
- You'll perform role in line with Union financial framework ensuring all financial paperwork is passed to the finance team, contributing to budgeting and forecasting for aspects of the departmental budget
- You'll hold expert knowledge of policy and procedure as it relates to the role being delivered and is able to independently apply the framework for the majority of day to day matters

Person Specification

Criteria	Assessed at:			
	Application Form	Interview	Interview Task	All
Education				
We accept candidates from any educational background.				
Skills				
Knowledge and understanding of relevant technical equipment to include but not be limited to lighting and audio-visual equipment.	✓			
Problem Solving – able to assess complex situations, identify underlying causes, evaluate potential solutions and take appropriate action to achieve positive outcomes.	✓			
Coaching & Mentoring – able to provide guidance, support and constructive feedback that helps others build confidence, develop their skills and achieve their goals.	✓			

Good working knowledge of relevant H&S, Risk Assessment, Fire Regulations and other legislation.				✓
Previous experience of technical support within a similar environment; to include stage management, live music, club venues and/or conferencing.				✓
Previous experience of maintaining technical equipment.				✓
Previous experience of building strong and effective relationships with internal and external stakeholders				✓
Experience of live Sound and or Lighting	✓			
Align with the SU's values and behaviours both personally and professionally				✓
Insight driven – always looking for ways to collect data from a range of sources to measure the impact of your work on the student community or to inform your work				✓
Collaborative – great at working collaboratively with team members, seeks ways to ensure all voices are heard, works with colleagues to problem solve				✓
Active Bystander – continually seeks to dismantle barriers, ensures all working practises are accessible, seeks to ensure all voices are heard and factored in when making decisions				✓

Please note that all of the above criteria are desirable unless marked with an asterisk (), which indicates essential requirements.*

Working Arrangements

The Technical Management team is based in the Academy Venues office on the top floor of the SU Building. You will work a mixture of days in the venues, and also days carrying out Admin and routine maintenance.

Training is offered as part of the role.

Flexibility/Remote Working

You'll have your own desk space but can hot desk and work from other offices if you prefer. Remote working is available for part of the week.

Hours/ Patterns of Work

Hours will be worked flexibly across Live Events and office based Admin.

Our Recruitment Process

The way that we recruit is designed to be fair, transparent and inclusive as well as being an enjoyable experience for everyone involved. You should expect to receive great communication and a warm, welcoming experience.

Every member of staff is recruited exactly the same way, by submitting an application form and attending an interview. We use a recruitment platform called StaffSavvy where you'll submit your application and book interviews, if successful.

Our process allows you to show us your authentic self, gives you a platform to display your skills and knowledge in relaxed and welcoming setting. We'll never put you under any necessary pressure on you, ask you trick questions or interrogate you in an interview and we'll support you all the way through our process.

Top Tip: our roles can be quite competitive, so we recommend applying as soon as possible as we often close applications early!

If you'd like further information or support regarding our recruitment process, we recommend that you read our full recruitment guide for applicants [here](#).