

Role Profile

Role title:	Event Technician
Salary:	£12 per hour + Holiday Pay
Full/Part Time:	Part-Time
Contract term:	Zero Hours, Fixed-Term until 31 st July 2025
Accountable to:	Venues Technical Manager
Accountable for:	N/A
Hours:	Approximately 10 hours per week during gig season (September-July)
Location:	Usually located at Manchester Academy or Academy 2, Academy 3 or Club Academy (inside the main Students' Union Building)
Eligibility:	Open to applicants with relevant skills and experience who are eligible to work in the UK at the start of employment and a current student at a Manchester Higher Education establishment (including BIMM and Spirit Studios etc).
Rewards Package:	We offer a great rewards package. You can see it here .

Our Organisation

We are Manchester Students' Union, the biggest SU in the country, supporting over 40,000 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 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 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

As an Event Technician at Manchester Academy Venues, you'll support the full-time technical team to operate our house technical equipment (audio and lighting) during a wide variety of events, from live music to comedy shows, both commercially operated and student-run. Your main responsibility will be to ensure that the Venue is supplied with the necessary equipment prior to the commencement of the show, paying particular attention to the safety and legality of the operation. During the event, you'll operate the lighting and audio consoles.

We do expect you to have good knowledge of Audio and/or Lighting consoles, and to be comfortable on any professional console. We're also committed to your development and will ensure that you are correctly trained to work with our equipment. You'll have a thorough induction with each of the Audio, Lighting, Operations and Student Event departments.

As part of the role, you will provide some technical event management for student events as and when required, during term-time.

You'll play an integral role in delivering great events for over 350,000 people per year who attend Manchester Academy Venues. By providing outstanding customer service for all venue users, visitors and customers of Manchester Academy Venues, you'll ensure that our venue remains as one of the best in Manchester, with customers returning continuously to enjoy shows here.

Key Result Areas

Responsible for	Contributor to
You'll be responsible for setting up and operating house technical equipment (audio and lighting) and reporting any damages or equipment failures to appropriate team members.	You'll assisting touring engineers, helping them to tie into house equipment and ensuring they have a smooth-running and enjoyable day.
You'll get involved in all training opportunities and strive to stay on top of best practise for industry trends as well as safety and legal compliance.	You'll ensure safety standards are met at all times, particularly when there is legal compliance to follow. You'll report any concerns to appropriate team members in a timely manner.

You'll operate technical event management on some Student Events which will be a liaison role, making sure the student clients run to time.

You'll make sure Student Events are run to a high standard and in a timely manner. Ensuring all tech requirements are met.

Person Specification

Criteria	Assessed at:			
	Application Form	Interview	Interview Task	All
Education				
Current student at a Manchester Higher Education establishment (including BIMM and Spirit Studios etc).				
Skills and Experience				
Audio and/or Lighting Experience – great ability to set up and operate Audio and/or Lighting consoles	✓		✓	
Health and Safety – great understanding of legal compliance		✓		
Event Management – great at time management, organisation, attention to detail, confident at keeping performers to schedule (training will be given)		✓		
Problem Solving – confident at quickly solving issues often under pressure, independently able to identify a problem	✓			
Personal Attributes				
Time Management – excellent at managing own time, organised, prioritises tasks in an appropriate way				✓
Collaborative – great at working collaboratively with team members, seeks ways to ensure all voices are heard, works with colleagues to problem solve, can take instruction from others when required	✓			
Approachable – great at providing exceptional customer service, open-minded, friendly demeanour, able to go above and beyond to resolve issues, confident at conflict management		✓		
Values & Behaviours				

Align with the SU's values and behaviours both personally and professionally				✓
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				✓

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 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.

You can find more information about our recruitment process on [our website](#).