

RECRUITMENT OF

Technical Staff (zero hours)

April 2017

INFORMATION FOR CANDIDATES

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Liverpool Philharmonic Hall

Hope Street

LIVERPOOL

L1 9BP

Tel: 0151 210 2895

**Application Instructions**

Thank you for your interest in the post of Technical Staff.

Enclosed, you will find:

* Background information about the Royal Liverpool Philharmonic
* Job Description and Person Specification

The application form consists of two parts;

* Section A: Personal details and equal opportunities monitoring
* Section B: Supporting information

In section B please ensure you highlight how you meet the criteria outlined in the Person Specification, as this will form the basis of the shortlisting process.

Applications should be submitted either by email to [recruitment@liverpoolphil.com](mailto:recruitment@liverpoolphil.com), or in the post to:

Human Resources

Royal Liverpool Philharmonic

Liverpool Philharmonic Hall

Hope Street

LIVERPOOL

L1 9BP

**Please clearly mark the job reference code ‘TS01’ on all applications (subject line for email applications or on the envelope for postal applications).**

CVs may be submitted as additional material but not instead of a fully completed application form.; application forms marked “please refer to CV” will be rejected.

**All personal details must be removed from a CV; failing to do this will mean that your CV is not considered as part of the selection process.**

**Job Description**

Title: Technical Staff (zero hours)

Line Manager: Technical Manager

Supervised by: Production Technicians

Location: The normal place of work is Liverpool Philharmonic Hall /Liverpool Philharmonic at The Friary or any reasonable location dependent upon the requirements of the post.

Contract: Zero hours

**Principal Role**

To provide appropriate technical event production and support services for events at Liverpool Philharmonic Hall and elsewhere as required, working with staff members, visiting artists, promoters, and other users of the venue.

**Key Duties**

* To operate lighting, sound, audio visual, and recording systems for events as required.
* To design lighting and sound and advise when required.
* To assist with the maintenance of Liverpool Philharmonic Hall's in-house lighting, sound, AV and staging equipment and peripherals, and other resources as required.
* To liaise with visiting companies to ensure all their needs are met on the day of their performance.
* To ensure that all events are presented to the highest possible standards.
* To be present at events when required and to deal with unforeseen problems.
* To notify and report to the Technical Manager the condition of any production equipment that may require repair or maintenance, or poses a health and safety risk.
* To keep up to date with changes to lighting and sound technology.
* To set-up and dismantle equipment and furniture as required by hirers, both internal and external, of rooms in the building, and external venues as required.
* To be responsible for ensuring adherence to and compliance with all relevant health and safety regulations and practices.
* To undertake any other duties as required.

**Person Specification**

Detailed below are the qualifications, knowledge/experiences and skills/abilities required for the post.

The essential criteria outline the minimum essential requirements of the post. The desirable criteria are additional attributes which would enable the post holder to perform the role more effectively; they are not essential but may be used to distinguish between applicants during the shortlisting process.

You should ensure that any application clearly demonstrates your ability to meet at least all of the essential criteria listed below.

**Part One: Experience and Qualifications**

**Essential**

* At least one year’s music or theatre industry training
* Experience of live sound operation
* Awareness of health and safety legislation and best practice in the industry
* Understanding of stage management
* Experience of rigging and working at heights
* Experience of lighting board programming and operation
* Experience of Stage Management

**Desirable**

* Prior experience of similar roles in the entertainment industry
* Programming and operation of moving lights
* Practical knowledge of DMX

**Conditions of Employment**

**Salary**£7.50 per hour

**Hours of work**

The contracted hours for this post are 0 per week. Due to the nature Liverpool Philharmonic’s work, the requirement for individuals to perform work varies, and therefore there are no set hours of work.  Hours offered will be irregular due to the need for regular evening and weekend work. The organisation has no obligation to offer, and you are not entitled to a minimum number of hours of work per day, week or year.

**Overtime**

Double time is paid for any work carried on after midnight, up until 7.30am, to the nearest 30 minutes.

**Holidays**

The full-time annual leave entitlement is 26 days pro rata, excluding public holidays. These will be taken at times agreed with the Technical Manager.

**Pension**

Liverpool Philharmonic operates a Group Personal Pension Scheme where all employees will be automatically enrolled, enjoying an employer contribution of 3% and an employee contribution of 5%.

**Sickness Payments**

Liverpool Philharmonic has a sickness absence policy and payments during sickness absence will be made in accordance with the policy. Details of the policy are available on request.

**Car Allowance**

A car allowance will be paid in respect of approved business journeys. The allowance is currently 40 pence per mile.

**Other expenses**

Other expenses necessarily incurred arising from the performance of duties of the job will be paid, subject to clearance by the relevant line manager.

**Period of Notice**

The notice period for the termination of the contract of employment will be **2 weeks**.