



## TEESSIDE UNIVERSITY STUDENTS' UNION Technical & Events Staff - Applicant Pack

### 1. JOB DESCRIPTION

<b>JOB TITLE:</b>	Technical & Events Staff
<b>DEPARTMENT:</b>	Facilities & Events
<b>LOCATION:</b>	Teesside University Students' Union
<b>REPORTING TO:</b>	Head of Facilities & Events, Facilities & Events Coordinators, Senior Venue Supervisors & Venue Supervisors

#### ROLE OVERVIEW

As part of the Events Team at Teesside University Students' Union, you'll support the delivery of a wide range of student and external events using industry-standard equipment. The role is hands-on and varied, involving venue transformations, set builds and event support across everything from club nights to large-scale live shows. No two shifts are the same, and flexibility and teamwork are key to delivering high-quality experiences.

#### KEY DUTIES

Working under the direction of the Facilities & Events Manager, the role supports the delivery of all Union events across The Terrace, The Hub and external venues by overseeing décor, lighting, sound and staging. Responsibilities include maintaining and recommending technical equipment, ensuring compliance with health & safety legislation and Students' Union policies, and delivering safe, high-quality event setups and pack downs in line with operational plans. The postholder provides technical advice to internal teams and external clients, supports externally promoted events to recognised safe practice standards, attends required meetings and inductions, completes administrative duties as needed, and maintains high service standards while working flexible and unsociable hours, particularly Friday and Saturday evenings.

#### WORKING HOURS

This is a flexible role requiring availability during evenings and weekends. Availability to work Friday and Saturday nights is essential, particularly during peak trading periods such as Freshers', Halloween and the Christmas period.

#### TRAINING & SUPPORT

A full induction and role-specific training will be provided. Ongoing training, appraisals and development opportunities are available, including refresher training, First Aid and additional safety or compliance training where appropriate.

## VALUES & CONDUCT

Technical & Events Staff are expected to act as ambassadors for Teesside University Students' Union, always maintaining a professional appearance and behaviour. All staff must uphold the Students' Union's commitment to equality, diversity and equal opportunities, and follow all relevant policies and procedures.

## RATE OF PAY

Technical & Events Staff are paid at **National Minimum Wage**, in line with age-related statutory rates. Holiday pay is paid on top of the hourly rate, calculated at an indicative rate of **12.07%** and paid in accordance with statutory requirements.

## 2. PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>		
Good General Education	X	
Industry related qualifications		X
<b>Experience</b>		
An understanding of basic AV systems setup	X	
A working knowledge of DMX lighting systems		X
Experience of large scale audio and video signal routing across a range of signal formats.		X
<b>Skills</b>		
Basic knowledge of electronics	X	
Physically fit	X	
Methodical	X	
Excellent social and communication skills	X	
Ability to adhere to checklists, venue plans and rules set out in the Technical Services team manual	X	
Work on your own initiative without close supervision	X	
Ability to work in a non-discriminatory environment	X	
Ability to set up and operate Front of House and monitor mixes		X
An understanding of ShowCad		X
<b>Disposition</b>		
Be Self-Motivated	X	
Ability to remain calm in pressured situations	X	
Able to work unsociable and irregular hours	X	
Realistic about own abilities	X	
Reliable	X	
Enthusiastic	X	
Outgoing personality and a good team player		X

### 3. ROLES & RESPONSIBILITIES

#### SPECIFIC DUTIES AND RESPONSIBILITIES.

- To be responsible for assisting the Facilities & Events Manager in providing the visual décor, lighting, sound and staging for all Union events in the Terrace Bar, The Hub and other external venues as required.
- To ensure that all technical equipment (in-house and hired) is properly maintained and adheres to current health & safety legislation and to ensure that events are carried out in accordance with the TUSU Health & Safety Policy.
- To recommend equipment for use at TUSU and maintain the current inventory and technical specifications for all venues as appropriate.
- To provide the Facilities and Events Manager, Licensed Trade Team and any other departmental Managers and/or Coordinator with technical advice and support.
- To provide technical advice and support to external clients.
- To ensure that externally promoted events are carried out in accordance with the Students' Union's health and safety requirements and recognised safe practice for the provision of live entertainments.
- To follow detailed operational plans for the set up and pack down for a wide range of events operated externally and internally.
- To adhere to strict safety standards and rules for equipment and personnel.
- To meet all of the requirements in the Person Specification
- To attend staff inductions and meetings and undertake administrative duties when required.
- To be available for work during unsociable hours especially on Friday and Saturday nights (our busiest evenings).
- To maintain our high level of service on each evening.
- To be punctual for shifts and sign time sheets, and maintain regular contact with the Union to check hours.

#### BASIC DUTIES

- To be able to use own initiative when at work with regards to building setup and clean down. Also be able to follow operational guides used for events.
- To use proper radio procedure and use the equipment correctly. To maintain that set and report immediately to supervisors any damage or fault to it.
- To assist where necessary the Receptionist, and/or any other management staff, in their duties.
- To attend the Induction Days' Training as provided by the Facilities & Events Manager. Failure to do so negates commencement to work.
- To work and adhere to the prescribed rules and regulations given in the Department Handbook.
- To uphold and accept the decisions made by the Officer Trustees and Management, ie, line management regulations.

- To be available, and attend, regular training sessions (at least 1 weeks' notice will be given and sessions will be duplicated where possible).
- To be available for work on Friday and Saturday nights (our busiest evenings).
- To attend work looking smart and to wear the prescribed uniform as described in the department handbook.
- To turn up for your work shift before the allotted time to enable yourself to be ready to start work at the prescribed time.
- To abide by the rules and Policies of the Students' Union and abide by the Staff Protocol / Line Management regulations.

#### **REWARDS OF BEING STUDENTS' UNION STAFF**

- Paid, flexible work around your studies
- A range of discounts on food, drink, merchandise in the Terrace & the SU Shop as well as free entry to SU promoted events
- Opportunity to gain an SIA Level 2 Door Supervisor License, offered on an individual basis where appropriate
- First Aid and additional safety training opportunities may be available
- Reference on leaving University.

## 4. APPLY NOW

Click [here](#) to complete the online application form.

Good luck!