



TEESSIDE UNIVERSITY STUDENTS' UNION TECHNICAL & EVENTS STAFF – APPLICANT PACK

1. JOB DESCRIPTION

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

ROLE OVERVIEW

Technical & Events Staff play a key role in the delivery of events across Teesside University Students' Union venues, supporting the setup, operation and breakdown of a wide range of student and external activity. Working as part of the Events Team, you will help create safe, professional and engaging event environments using industry-standard equipment and event infrastructure.

This is a hands-on and varied role within a busy and fast-paced environment, involving venue transformations, stage and set builds, technical preparation and live event support across everything from student nights and daytime activity to live entertainment, conferences and large-scale external events. No two shifts are the same, and the role requires flexibility, teamwork and a proactive approach to problem solving.

Technical & Events Staff may support areas including staging, lighting, sound, AV equipment, power distribution, furniture layouts, event changeovers and general production support. Staff are expected to work safely and professionally at all times, follow event plans and technical instructions, communicate effectively with colleagues and report any faults, hazards or operational concerns promptly.

The role may also involve supporting activity across the wider University estate and external event spaces where required, maintaining consistent operational and customer service standards across all environments.

KEY DUTIES

Working under the direction of the Facilities & Events Manager, Technical & Events Staff support the delivery of events across The Terrace, The Hub and external venues by assisting with décor, lighting, sound, staging and wider event production requirements. The role involves supporting

venue transformations, event setups and pack downs, and helping to deliver safe, professional and high-quality event environments in line with operational plans and event requirements.

Responsibilities include the safe setup, operation and basic maintenance of technical and event equipment, assisting with stock and equipment management, and reporting any faults, damage or operational concerns. Staff are expected to work in line with health & safety legislation, Students' Union policies and safe working practices at all times while contributing to the smooth delivery of events across a wide range of activity.

Technical & Events Staff support internal teams, external clients and externally promoted events by assisting with technical requirements, event changeovers and live event operation where required. The role may also involve attending briefings, inductions and operational meetings, alongside completing basic administrative or event documentation tasks when necessary.

A high standard of professionalism, teamwork and customer service is expected at all times, alongside a flexible approach to working hours, including late nights, weekends and busy event periods, particularly Friday and Saturday evenings.

ORGANISATIONAL OVERVIEW:

Teesside University Students' Union (TUSU) is committed to enhancing the quality and efficiency of service provision to its members by attracting, recruiting and retaining individuals who are best suited to each vacancy that arises. TUSU is committed to equality of opportunity in employment and to a process of fair recruitment.

In line with our charitable purpose and our organisational strategy, Teesside University Students' Union prides itself on providing development opportunities to our student members. We have a flexible workforce, that we aim to recruit Teesside University students and/or recent graduates to, to best serve and support this. We have a student employment lifecycle that applies if you are successful in this role, and will be shared with you as part of your onboarding and induction.

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 comprehensive role-specific training programme will be provided to ensure Technical & Events Staff are equipped to carry out their duties safely, confidently and in line with operational and technical requirements.

Ongoing training, appraisals and development opportunities are available, including refresher training, event production and technical skills development, Emergency First Aid at Work (EFAW), manual handling and additional health & safety or compliance training where appropriate. Staff

may also have opportunities to gain further experience and training across lighting, sound, staging and wider live event operations.

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.

You are expected to actively promote and uphold the Students' Union's commitment to equality, diversity, and inclusion, ensuring a welcoming and inclusive environment for all students, guests, and colleagues. In addition, you must adhere to all Students' Union policies, procedures, and relevant legislation while on duty, maintaining high standards of behaviour, compliance, and operational excellence.

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

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. 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.

3. PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
Good General Education	X	
Industry related qualifications		X
Experience		
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
Skills		
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
Disposition		
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

4. APPLY NOW

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

Good luck!