



Job Description

Job Title:	Stagecraftuk Technical Operative
Department:	Stagecraftuk
Responsible to:	Stagecraftuk Operations Manager.
Responsible for:	Stagecraftuk Productions and Operations

Primary purpose of the job:

To provide design and technical support to Stagecraftuk's sales and production team to enable a client package that surpasses the clients expectations. To build relationships that guarantee client loyalty and increase chance of repeat business.

Summary of Duties and Responsibilities.

1. Assist with technical advice to the client for their technical requirements and to design in Stagecraftuk's equipment to the client package wherever possible.
2. To ensure client requirements are recorded and quoted via the team as appropriate.
3. To work with the team to ensure best revenue streams for Stagecraftuk and the right products are designed in and used to enhance the client's needs via the R2 software package.
4. To provide installation support for all AV and set designs, lighting, sound, video and audio system requirements, rigging and de-rigging.
5. To provide cabling and wiring capabilities for all above mentioned equipment and ensuring a tidy, safe working environment.
6. To educate other members of the team to develop further in-house capabilities and to help other staff in operational procedures of all types of equipment used.
7. To continually work to enhance the department's product portfolio and to ensure modern up to date equipment is used.
8. To liaise with outside suppliers and contractors to achieve best products and standards for the clients requirement.
9. To maintain all in-house technical/AV, lighting and sound equipment to a high standard.
10. To develop a technical checklist for all in-house equipment and to synchronise with the R2 software database.
11. To attend client technical production meetings as required.
12. To interface Stagecraftuk's products with the clients package and production programme and to initiate a Stagecraftuk's production programme with the sales team.
13. To ensure product knowledge is up to date with the latest relevant equipment.
14. To work with all other internal departments across the Group.

15. To work with the Technical Director to develop Stagecraftuk's product portfolio.
16. To work with the Operations Manager to create a budget cost for each clients event, ensuring all costs are included, and to assist with client quotations.
17. To ensure all method statements and risk assessments are in place for each event/operation.
18. To comply with and act in accordance with all Company fire regulations and to adhere to the companies fire policy.
19. To act in accordance with all health and safety and hygiene regulations and to adhere to the companies Health and Safety Policy.
20. To attend all statutory training as and when requested.
21. To arrive at work punctually and in the correct uniform ensuring it is in immaculate condition.
22. To behave in a friendly and hospitable manner to all clients, customers and staff.

This job description is not exhaustive, therefore the job holder may be required, from time to time carry out tasks not included when requested by management.

Key Competencies

- At least 3 years of audio, visual, lighting experience in a conference /exhibition environment.
- Must be able to diagnose technical faults and repair.
- Able to demonstrate the ability to physically install and connect all types of cables, XLR etc.
- Ability to work on own initiative but to work with supervision and guidance as well as others.
- Must have effective written and oral communication skills.
- Must have normal colour acuity.
- Must be able to read client technical drawings and plans.
- Must have an IPAF license or equivalent.
- Must be fully IT competent particularly in the use of Microsoft Office suite.

Key Qualifications

Must have sound industry knowledge in all aspects of Audio visuals and venue facilities, and have a proven track record in this field.

