



NOTTINGHAM TRENT STUDENTS' UNION

## JOB DESCRIPTION

<b>Job title</b>	Technical Crew
<b>Salary range</b>	£12.21 per hour
<b>Department</b>	Technical – Commercial
<b>Working pattern (hours/weeks etc)</b>	Zero-hour contract. Evenings and weekends
<b>Responsible to</b>	Technical Supervisor
<b>Supervisory responsibility</b>	N/A
<b>Job purpose</b>	To assist with the design, setup & operation of all technical equipment such as sound, lighting, video and laser systems

### Main duties and responsibilities

1	Assist with the design, set up, operation and take down of technical equipment for events and activities.
2	Assist with the maintenance of technical equipment.
3	Assist with the design and set up of event décor & props.
4	Comply with the relevant safety requirements undertaking training as required to complete your duties.
5	Fulfil personal responsibility for working in a safe environment through maintaining cleanliness and housekeeping standards and reporting any faults, problems, issues, accidents or incidents.
6	Work unsociable hours including late nights, weekends and 'last day of term' events.
7	Engages in sustainable practices while in the workplace – accepts and follows sustainable office policies and procedures.

## **Secondary and other duties**

1	Assisting the Entertainments team on occasion with relevant tasks
5	Tries new and sustainable practices: whenever possible, employee tries to reduce the negative environmental impact of their work – especially their waste and greenhouse gas emissions.

## **Conduct and Attitude**

The Union expects that the post holder will undertake their duties in a manner conducive to creating a pleasant and positive working environment, role modelling appropriate standards of behaviour and etiquette between themselves and beneficiaries, stakeholders, customers and colleagues. The post-holder will have the ability to deliver and receive constructive feedback, fostering an environment of continuous improvement and development.

## **Standards**

At all times, the post holder will;

- Portray a positive image of NTSU, both professionally and personally.
- Actively support good sustainability practices in line with the organisation's ethical and environmental policies.
- Promote and share our commitment to a culture of equity, diversity, and inclusion, being empowered to report any concerns in line with the relevant NTSU procedures.
- Uphold the values of NTSU, demonstrating high standards of integrity, accountability, respect for others, courtesy and professionalism.
- Have a flexible approach and be willing to support colleagues in their department and the wider NTSU team.
- Undertake any reasonable task that helps NTSU achieve its objectives, given their role and position in NTSU.

## **Miscellaneous**

- This job description reflects the immediate requirements and objectives of this post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities.
- NTSU will periodically examine job descriptions/person specifications to ensure they accurately reflect each role.
- Following consultation with the post holder, this specification is subject to alteration to account for any substantive change in duties and or level of responsibility.

## EMPLOYEE SPECIFICATION

<b>Job title</b>	Technical Crew
<b>Department</b>	Technical – Commercial
<b>Responsible to</b>	Technical Supervisor

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Experience	Working both in a team and alone to achieve a goal	In the setting up and use of sound, lighting and video equipment
		Using sound and lighting systems, such as GrandMA3, Avolites, Yamaha, dLive, Pioneer DJ etc
		Familiarity with sustainable office practices.
Skills	Trustworthy, reliable and flexible	Excellent customer service skills when working with event planners
	Good time management	A keen eye for detail
	Enthusiasm for live events	
	Committed	
	Pro-active	
Knowledge	Basic IT	An understanding of basic health and safety issues
		Understands what can be recycled on campus, and how to recycle it properly.