

The **acc** Liverpool Group

THE ACC LIVERPOOL GROUP

Job Description & Role Profile



Production and Technical

Production Technician Sound

REPORTS TO: Production Manager – Technology

DIRECT REPORTS: NA

JOB PURPOSE

To be responsible to and, for the day to day running of the production elements of the ACC Liverpool Group.

To provide technical support and crewing during get in's, fit up's and get out's and to operate technical equipment during event open periods as required not just in this specialism but also in other areas of operation such as AV (projection, video and data), Lighting, Counterweight Flying and Rigging to make a significant contribution to the ACC Liverpool Group.

MAIN DUTIES AND RESPONSIBILITIES

- Facilitate the production activities of incoming professional and nonprofessional organisations using The ACC Liverpool Group facilities including conference clients, promoters and contractors hiring the facilities for artistic and conference purposes to ensure needs are met.
- Assist the Senior Technician – Sound to maintain all sound equipment in the venue.

- Update knowledge to understand the venue technical infrastructure, including equipment installation, tie-lines and other patching systems.
- Monitor all the ACC Liverpool equipment so that it is not misused or misplaced to ensure that a high standard of housekeeping is always met, and that proper use, care, security and maintenance needs are met.
- Monitor housing keeping standards to ensure production areas are in a safe, clean and tidy condition and standards of the ACC Liverpool Group are delivered.
- Assist in maintaining compliance within the legal framework of current Health and Safety regulations as they apply to production work practices and the maintenance and upkeep of departmental records.
- Deliver duties in the field of Sound for events as well as other general duties (lighting, vision, staging, rigging, etc) to ensure event success.

MANAGEMENT / SUPERVISOR RESPONSIBILITIES

Provide supervision, guidance and support for all casual and freelance staff and service partners to ensure safe working practices are followed to deliver the running of events.

GENERAL

- To contribute to the success of our One Team culture to deliver our aims and objectives, maintaining a flexible and positive attitude.
- To adhere to The ACC Liverpool Group's Health and Safety policies and procedures and to observe a duty of care to all visitors, staff and contractors to ACC Liverpool.
- To undertake any other duty commensurate with this post as determined by your manager.
- This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.
- It is inevitable over time that the emphasis of this job will change, therefore this information will be periodically reviewed, revised and updated involving the post holder.

ROLE PROFILE

ATTRIBUTES	DESCRIPTION	ESSENTIAL/ DESIRABLE	HOW MEASURED
TRAINING & QUALIFICATIONS	Licence for forklift, cherry picker, and scissor lift IOSH Working Safely qualification	Essential /Desirable	A
EXPERIENCE	Demonstrable experience of event production set up and break down across sound and other disciplines	Essential	A/I
SKILLS & KNOWLEDGE	Awareness of Health and Safety practices and legislation Understanding of all elements of production for a live event. Understanding sector and events management Awareness of rigging equipment	Essential Essential Essential Essential	A/I/P
KEY ATTRIBUTES	Emotional intelligence, pragmatic, resilience, confidence, good verbal and written communication, Conflict resolution	Essential /Desirable	I/P

Key for How Measured:
I - Interview

P - Presentation

A - Application

E - Exercise

T - Test

AC - Assessment Centre

CS - Case Study

Signed by Employee:

Date:

Signed by Line Manager

Date