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| College/School: | Estates and Campus Services |
| Job Title: | Technician |
| Department/Subject: | Taliesin Arts Centre (Arts & Culture) |
| Salary: | Grade 4 |
| Hours of work: | 35 hours per week on a rotational shift pattern |
| Contract: | This is a temporary position – fixed term 12 months |
| Location: | This position will be based across Singleton and Bay Campuses and will involve some off-site work across the Swansea Bay region |

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| Introduction | To deliver its sustainable top 30 ambition Swansea University needs a professional services workforce with the differentiated skills necessary to ensure that it can deliver excellence through efficient and effective systems and processes that harness innovations in technology. |
| Background information | We are looking for an experienced, motivated individual to join our technical team as we aim to fulfil our vision for arts and culture across the Swansea Bay region.  As part of a team led by the Senior Technician, this role meets the needs and demands associated with providing a first-class technical resource to a range of activities and events hosted at the University’s cultural venues at Taliesin Arts Centre, The Great Hall and for on and off-campus projects.  The successful candidate will work as part of a team and will use your own initiative to meet strict deadlines in a busy and fulfilling working environment. You will work alongside colleagues and industry professionals to support the delivery of a full and varied programme of cultural and commercial activity.  The role will require installing and operating equipment associated with a modern arts venue and cinema, so requires the ability to perform regular manual handling.  Taliesin Arts Centre is celebrating its 40th anniversary from June 2024 – June 2025 and along with The Great Hall on Bay Campus, has established a reputation for hosting a rich and varied programme of performing arts (jazz and folk music, contemporary and world dance, drama) cinema and live broadcast. We have established ourselves as an essential part of Swansea Bay’s cultural landscape.  The successful candidate will be required to work evenings and weekends on a rota basis across both university campuses as well as at various site-specific locations throughout the region. |
| Main Purpose of Post | 1. To fulfil a variety of technical duties that enable the University to present a professional programme including music, dance, drama, film, teaching and conferencing.  2. To install, focus and operate the various types of lighting equipment associated with a modern arts venue.  3. To install and operate professional sound equipment to include digital consoles.  4. To assist in the movement and installation of stage scenery.  5. To operate and oversee cinema presentations.  6. To assist in the installation and operation of various types of AV equipment.  7. To assist in activities that support academic and non-academic activities such as teaching  and events.  8. To use access equipment and undertake regular manual handling duties. |
| General Duties | 9. To fully engage with the University’s Performance Enabling and Welsh language policies.  10. To promote equality and diversity in working practices and to maintain positive working relationships.  11. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture.  12. Any other duties as agreed by the Directorate.  13. To ensure that risk management is an integral part of your day to day activities to ensure working practices are compliant with the University's Risk Management Policy. |
| Professional Services  Values | All Professional Services areas at Swansea University operate to a defined set of Core Values - [Professional Services Values](https://www.swansea.ac.uk/the-university/values/professional-services-values/) and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.  **We are Professional**  We take pride in applying our knowledge, skills, creativity, integrity, and judgement to deliver innovative, effective, efficient services and solutions of excellent quality  **We Work Together**  We take pride in working in a proactive, collaborative environment of equality, trust, respect, cooperation, and challenge to deliver services that strive to exceed the needs and expectations of customers.  **We Care**  We take responsibility for listening, understanding, and responding flexibly to our students, colleagues, external partners, and the public so that every contact they have with us is a personalised and positive experience.  Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. |
| Person Specification | **Essential Criteria:**  Values  • Demonstrable evidence of taking pride in delivering professional services and solutions.  • Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers.  • Demonstrable evidence of providing a caring approach to all stakeholders/customers ensuring a personalised and positive experience.  Knowledge, Skills and Experience  • Experience of working in a busy theatre, concert or live technology environment.  • Experience of installing and operating various types of sound and lighting equipment.  • Ability to work at height using various types of access equipment.  • Ability to work from scaled drawing.  • Knowledge and understanding of health and safety regulations for theatres and live event environments.  • Ability to work as part of a team, and on own initiative.  • Ability to perform manual handling tasks such as lifting and moving equipment.  • Requirement to work out of hours on a rotational basis.  • Willingness to attend role specific training.  • Knowledge and experience of Microsoft products.  • Flexible and proactive approach and attitude with excellent customer service skills.  • Methodical approach with the ability to work in a busy environment and deliver under pressure.  Welsh Language  Level 1 – ‘a little’  *e.g. pronounce Welsh words, place names, department names. Able to answer the phone in Welsh (good morning / afternoon). Able to use of learn very basic every-day words and phrases (thank you, please, excuse me). Level 1 can be reached by completing a one-hour training course.*  For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here.](https://www.swansea.ac.uk/welsh-language-standards/compliance/recruitment/)  Qualifications  • Good standard of education equivalent to GCSE/NVQ or experience of working in a similar environment or a relevant theatre/live technology related qualification.  **Desirable Criteria:**  • Full Driving Licence.  • Knowledge of ETC lighting products.  • Knowledge and experience of working with AV equipment.  • The ability to communicate in Welsh at Level 2 or above. |
| Additional Information | Informal enquiries: Andrew Knight (Senior Technician) [a.s.knight@swansea.ac.uk](mailto:a.s.knight@swansea.ac.uk)  01792 295492  **A satisfactory DBS certificate must be provided before a start date can be confirmed.** |

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