

## Job Description

<b>Job Title</b>	Apprentice Venue Technician
<b>Grade</b>	Band A
<b>Reporting To</b>	Technical Manager
<b>JD Ref</b>	CS&CE0011G (A)

### Purpose

Throughout the apprenticeship learn how to utilise high levels of technical knowledge and develop the relevant skills to support the team in dealing with producers, promoters in a fast-paced professional environment. Gain knowledge and skills that will enable you to technically manage events and performances that allow the service to maximise income and build upon the reputational standard of the Floral Pavilion

Complete the designated Creative Industries Production Technician Apprenticeship Standard with enthusiasm and commitment.

Take a proactive and mature approach to undertaking a range of duties with a view to developing a portfolio of work-based evidence to support your apprenticeship qualification.

Always Represent Wirral Council in a positive light and be an ambassador for apprenticeships across the Council.

### Main Duties And Responsibilities

#### **Behavioural:**

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

#### **Apprentice Technician duties & responsibilities:**

Agree your key tasks and activities with your placement manager at the start of your placement to ensure that they support your development as required by the apprenticeship standard.

Participate proactively in your placement across the Floral Pavilion both the main house and the conference centre/blue lounge to develop skills and experience to support your creative venue technician pathway.

Learn and assist in a range of tasks and activities as directed by your placement manager, to include:

- Health and Safety practices, safe working procedures, budgets, risk assessments and

complete relevant documentation as required.

- Mechanical and electromechanical equipment, problem solving, stock control, logistics and security of equipment, CAD (computer aided design) for LX (lighting design) plots.
- Types and styles of performance space, history of lighting sound set and design, stage, and production management.
- Any other associated work deemed appropriate to support your apprenticeship learning.

Gain an excellent understanding of your apprenticeship, including how the service impacts on the Council and Wirral residents.

### **Communication, Engagement and Training:**

- Pursue opportunities to develop personally and professionally including training opportunities, maintaining networks, and participating in professional events.
- Communicate effectively with your manager as required and undertake personal development activities as a part of the Council's apprenticeship programme.
- Document your learning plans and outcomes and be proactive about ensuring that your placement activities support your learning.

### **Compliance:**

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.

### **Other:**

- An interest in or experience in the Creative Industries or Production Technician Industry
- Professional, reliable, and trustworthy.
- Commitment to undertake independent study as required for the Apprenticeship Standard.
- Commitment to providing an excellent service and value for money to all customers and Wirral residents, businesses, and visitors.
- Be proactive and positive in the apprenticeship role.
- Be flexible to accommodate the demands of your training, the service and Wirral residents and customers.
- Ability to work remotely with limited supervision.
- Any other duties commensurate with the grade.

## **Role Specific Knowledge, Experience And Skills**

### **Qualifications**

- Grade 4/C GCSE in Maths or English
- Commitment to continuous professional development

### **Knowledge & Skills**

- Knowledge of using IT and general computer skills.
- Able to organise work and time to meet deadlines.



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FOCUSED**



**PROFESSIONAL**

- Able to communicate effectively both verbally and in writing.
- *Desirable – Desirable - Able to use Microsoft Office applications (Word, Excel, PowerPoint).*
- *Desirable - An understanding of Wirral Council and its services.*

## Experience

- Experience of working as part of a team to achieve an outcome.
- Experience of personal achievements at home, in work or in education.
- *Desirable - Experience of using the internet to carry out independent research.*
- *Desirable - Experience of working or volunteering over an extended period.*
- *Desirable - Experience of working or volunteering in your chosen apprenticeship area.*
- *Desirable - Experience of overcoming barriers to achieve a goal.*

## Additional Information

Ability to travel across the Borough and work from various locations.

Expected to work from a fixed location (subject to change).

Able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

## Health & Safety Considerations:

- Moving or handling heavy loads
- Working shifts
- Working with chemicals (industrial or cleaning)
- Working at Heights
- Exposure to Noise (>80dbA)
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Contact with latex.
- Working with children
- Exposure to persons with challenging or aggressive behaviour

**Approved By: Pauline Campbell**

**Date Of Approval: 23/10/2024**




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