

## Job Description Template

### Technologist

### Theatre in the Mill

Engagement and Partnerships,

Offices of the Vice-Chancellor



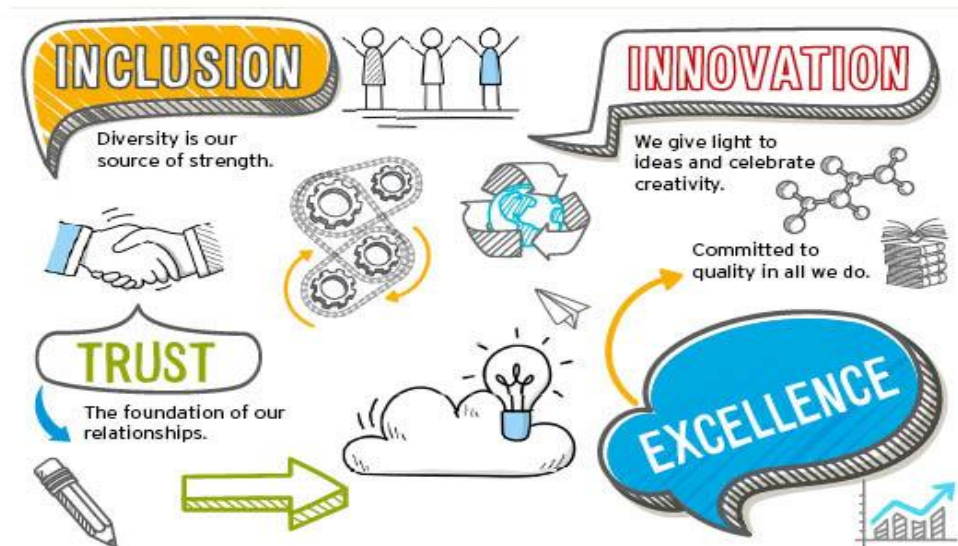
## Brief summary of the role

Role title:	Technologist
Grade:	6
Faculty or Directorate:	Offices of the Vice Chancellor
Service or Department:	Engagement and Partnerships
Location:	City Campus
Reports to:	Artistic Director
Responsible for:	Freelance technicians
Work pattern:	Full time/ Flexible hours some evenings and weekends

## About the University of Bradford

### Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



### Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

## Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

## Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

## Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

## Role holder: essential and desirable attributes

### Qualifications

<b>Essential</b>	<ul style="list-style-type: none"> <li>• H.E. Diploma in technical skills relating to arts production or relevant professional experience.</li> <li>• Relevant and equivalent work experience in areas of technical venue management.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience of site-specific work</li> <li>• Professional experience in one or more of the following areas. Lighting design, sound design, sound production, recording engineering, set building, carpentry, production design, composition, electronics, 3D design, filmmaking</li> </ul>

### Experience, skills, and knowledge

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Knowledge of current health and safety legislation relating to the workplace, events, and performance venues.</li> <li>• Demonstrable competence and experience in live and post-production sound engineering.</li> <li>• Demonstrable competence and experience in rigging and working at height.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Demonstrable competence and experience in lighting using a range of equipment and control systems.</li> <li>• Coaching and training skills in relation to creative technical work.</li> <li>• Experience of training and/or managing a pool of freelance technical staff.</li> <li>• Excellent organisation and planning skills with proven ability to work flexibly under pressure, to prioritise and to meet deadlines</li> <li>• The ability to understand, interpret and execute installations or pre-rigs based on rig plans and sections, focus notes, verbal instructions and images.</li> <li>• The ability to troubleshoot technical problems calmly and methodically and create and communicate suitable solutions.</li> <li>• The ability to work collaboratively and form effective partnerships internally and externally</li> <li>• A genuine and demonstrable commitment to maintaining the broadening of cultural diversity and access across all areas of Theatre in the Mill</li> </ul>
<p><b>Desirable</b></p>	<ul style="list-style-type: none"> <li>• Experience with DAW software, e.g. Ableton, Protools, Reason.</li> <li>• Experience of gallery installation</li> <li>• Experience of filming/filmmaking and video editing using Premiere/DaVinci etc.</li> <li>• Demonstrable experience with research methodologies</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience with electronics and coding, eg, IOT, pi/arduino type controllers, Arduino IDE/C++/python etc</li> <li>• An understanding of new technologies</li> <li>• First aid and mental first aid training</li> <li>• IOSHH or other recognised health and safety training</li> </ul>
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Personal attributes

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities</li> <li>• Confident and articulate</li> <li>• Ability to motivate others and ask for support where necessary</li> <li>• Proactive attitude to problem solving</li> <li>• Willingness to travel and work evenings and weekends</li> <li>• Committed to continuing personal/professional development</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>•</li> </ul>



## **Main purpose of the role**

The Technologist based at Theatre in the Mill (TiM) will be responsible for supporting and enabling the technical delivery of all aspects of the TiM's programme of work, as a venue, across campus, with artists and communities. The post will enable TiM to operate as a leading artist development organization with a specialism in socially responsible work with an emphasis on the application of digital tools in performance.

They will provide technical expertise and support to all users and artists engaged with the theatre and will be responsible for the efficient, safe and economical use of resources within existing health and safety legislation policies held by the University.

### **Main Duties**

1. To plan and support all aspects of the Arts on Campus's technical operations within the overall operations budget, whilst managing a dedicated Budget responsive to the arts' programme.
2. To lead on the technical operations of Arts on Campus is always safe and complies with current legislation and industry standards.
3. To ensure a consistently high standard of technical support to visiting companies and commissioned artist by leading on all communications regarding technical provisions.
4. To liaise in advance of residencies by, visiting touring companies, artists as well as staff and student users; to schedule, scope, and manage delivery of appropriate technical support.
5. To maintain and develop as appropriate Health & Safety, Risk Assessment and Fire logs.
6. To support a programme of engagement with community users, professional artists and academics in developing their creative technical skills.
7. To co-ordinate and raise jobs for general building and facilities maintenance as required.



8. To ensure the theatre's equipment is properly maintained in good working order, that equipment is regularly tested, and that replacement equipment and stock is ordered as needed.
9. Undertaking other duties of a similar level and responsibility as may be required in keeping with the theatre's community role.
10. To keep abreast of current opportunities and applications of digital tools in the arts and develop specific business cases to the Artistic Director and Senior Producer for future investment.
11. To collaborate with the Senior Producer on the research and development of new technologies in live performance and installation.
12. To lead an accredited programme of training for future arts technicians with a focus on support for marginalised groups.