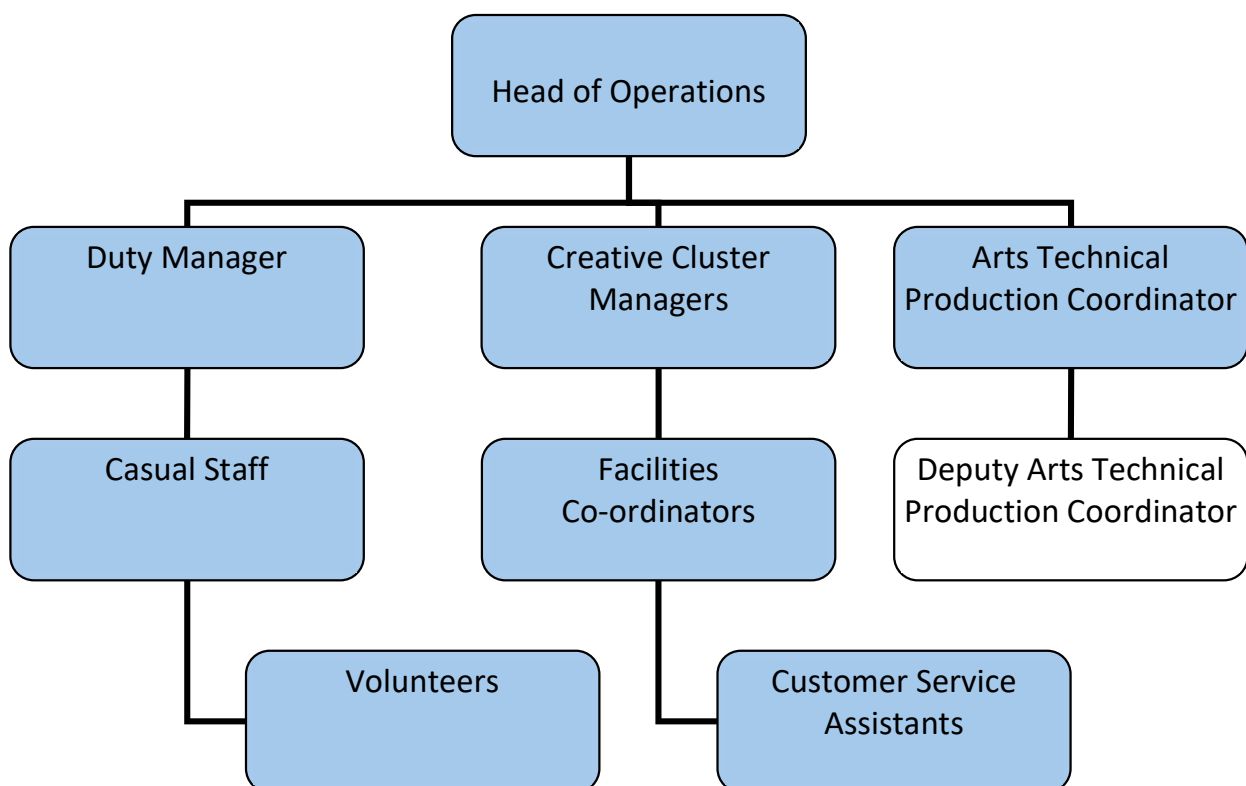


	Job Title	Deputy Arts & Technical Production Coordinator
	Department	Programming
	Grade	L5, FTE 0.5 (18.5 hrs)
	Reports to	Technical Coordinator
	Staffing Responsibility	Yes
	Organisation	<i>Attached</i>

JOB PURPOSE:

Under the guidance of the Arts Technical Production Coordinator this post will provide technical, production support across The Culture Trust's arts and cultural programme at all sites, including festivals, off-site events and activities. You will support the smooth technical operation of each venue space and site to meet artist requirements and health and safety compliance. Support the Technical Coordinator in maintaining and oversight of all off-site and venue stores and depots for all tools and technical equipment associated with the cultural and venues programme.

ORGANISATION CHART:

PRINCIPAL RESPONSIBILITIES:		%
1	Primary duty technician supporting the day to day running of the technical side of shows and events across all Culture Trust sites as scheduled by your line manager, including the operation of venue lighting, sound and AV equipment. Be responsible for the safe and efficient running of all get-ins and get outs ensuring safe working practices are adhered to. You will support the Arts Technical Production Coordinator working alongside casual and freelance staff, together delivering the technical aspects of productions and facilitate visiting companies and events.	65%
2	Support the Arts Technical Production Coordinator in the provision of installation, design and technical requirements for all exhibitions. Work may include installation of a variety of visual art, craft works and commercial displays including computer technology and projections.	20%
3	Lead on the technical maintenance and upkeep of spaces, identifying faulty equipment and hazards and ensuring risk assessments are in place and followed if required by your line manager. Provide recommendations to the Arts Technical Production Coordinator on works required where relevant.	5%
4	Carry out general portaging duties including dealing with deliveries and equipment loans between the venues.	5%
5	Support the Arts Technical Production Coordinator through suggestions to the improvement of venue infrastructure, site-specific project support and lighting and sound design where required to achieve the highest possible event standard within the agreed budget.	5%
<i>Please note these percentages are approximate and should be used for guidance purposes only. They may vary depending on staffing levels and place of work. This job description is not a definitive list of tasks – it is designed to give an overall view of the job and not to indicate what the sole requirements are for the post. Post holders will be required to perform other related duties as assigned.</i>		

DIMENSIONS:

Supervisory Management:

- None

Financial Resources:

- Budget held: None

Physical Resources – shared responsibility for:

- Information systems
- Venue space and other sound / lighting equipment
- Technical stocks and supplies

Other: - Shared responsibility for:

- Cleaning and maintenance standards
- Support and advise to public visitors, trust members and employees

CONTEXT:

The jobholder will be competent in the operation of stage lighting, sound and AV systems, have a good working knowledge of industry specific health and safety in addition to a good practical knowledge of electricals, pulleys and weights and working at height legislation and equipment.

Physical Effort:

The jobholder will be required to undertake manual handling and heavy lifting including:

- * Manoeuvring loaded flat bed and sack barrow trolleys
- * Manoeuvring theatre sets
- * Stacking supplies / lighting and sound equipment
- * Portage of heavy equipment
- * Setting up and taking down heavy equipment
- * Manoeuvring of exhibition screens and walls

WORKING CONDITIONS AND PATTERNS:

Hours for this post are annualised across the year. Flexible working hours are essential as there will be frequent evening and weekend work rostered to the demands of the programme.

The Culture Trust sites are diverse and varied. Work will be both inside and outside in various environments from traditional theatre studios and indoor site specific exhibitions to outdoor gardens and public urban spaces.

Trust Objective:

Our vision is to be an award winning cultural Trust providing exemplary public engagement with arts and culture.

About the Trust:

Established in 2008, the Culture Trust, Luton is a vibrant and progressive independent charity and our mission is 'to connect communities through culture'. We do this through our accredited museums, theatres, galleries, creative workspaces and Arts Centre in Luton. We attract over 200,000 visits per annum to our sites: The Hat Factory Arts Centre, Hat House and Hat Works creative workspaces, Wardown House Museum & Gallery and Stockwood Discovery Centre Gardens

& Museum. We present a multi-cultural and year-round programme of events, exhibitions, workshops and performances. We co-produce activity with our community, partners, Museum Makers volunteers and team of cultural experts. We support creative talent and skills by providing opportunities, platforms and cultural career progression for over 15000 young people. We care for a collection of over 90,000 museum objects and 1.5 million photographs and maps. We hold the most extensive and complete hat and headwear collection in the UK and the best collection of Ian Hamilton-Finlay sculptures in England. We own and care for listed heritage sites, buildings and gardens and we are committed to the adaptive re-use of heritage for cultural purposes and community use. As a charity, we are able to use our valuable core funding from Luton Rising and Arts Council England to lever additional funding into cultural activity in Luton, heritage care and conservation and in celebrating our diverse communities through culture.

Trust Responsibilities:

Post holder will ensure they deliver against the agreed Trust Responsibilities as set out in the **Team Responsibilities Grid** at all times.

Trust Standards:

Post holder will operate at a **Professional Standard** as outlined in the **Trust Standards Grid** at all times.

Working Environment:

Working across the Trust sites as required.

Equalities:

The postholder will ensure that policies, procedures and activities for service delivery are revised and/or implemented in a way that supports equality for all. These activities should also reflect Luton Culture's commitment to work in active partnership with the community to regenerate Luton and to improve the quality of life for all who live, work or visit the town.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): without which candidate would be rejected

Desirable (D): useful for choosing between two good candidates

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience operating stage lighting, A.V and sound systems. Demonstrable experience of dealing with arts groups within an entertainments field	1,2 1,2	Demonstrable experience in ION lighting desks and QU sound operation systems.	1,2
Skills/Abilities	Demonstrable communication skills - Able to deal with and give technical information to staff, professional companies and amateur hirers. Able to articulate and deliver effective oral and written reports. Able to add, subtract, multiply and divide Able to use own initiative within procedures and contract conditions.	1,2 1,2 1,2 1,2		
Equality Issues	Demonstrable understanding of equality issues and how this impacts upon audience and hirers.	1,2		
Specialist Knowledge	Demonstrable knowledge of current Health and Safety regulations. Able to implement licensing laws and public entertainment licences.	1,2 1,2		

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable criteria</u>				
Attributes	Essential	How Measured	Desirable	How Measured
Education and Training			Electrical qualification or training	1,2
Other Requirements	Able to work daytime, evenings and weekends (Frequency - weekly)	1,2		
	Able to work at height.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

NB: This job description reflects the requirements of The Culture Trust May 2025. The role and duties of the post are subject to change in line with the future development of The Culture Trust. The Culture Trust reserves the rights to make such changes as are necessary and any changes required will be discussed with the post holder as appropriate.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The post holder will ensure that The Culture Trust's policies are reflected in all aspects of their work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) & General Data Protection Regulations (2018)