

## **COVENTRY CITY OF CULTURE TRUST TECHNICAL MANAGER**

### **Reports HEAD OF EVENT OPERATIONS**

**Role:** TECHNICAL MANAGER  
**Salary:** £35,000 to £38,000 per annum dependent on experience  
**Timescales:** Role to commence from Jan 2022, to be delivered on a fixed-term contract until end of June 2022 (with possibility to extend)

### **CONTEXT**

We are a diverse, modern city which is re-imagining the role culture can play in bringing people together. Coventry is a city of welcome, a city of activists and pioneers, a city of peace and reconciliation, a city of innovation and invention, a City of Culture.

The Trust is committed to:

- Welcoming 2.5m additional visitors to Coventry in 2021/22
- 80% of the city's residents experiencing at least three events in 2021/22
- Increasing audience attendance from under-represented communities by 20%
- Activating more than 16,000 volunteers and participants
- Making long-lasting, tangible social change in Coventry
- Transforming who holds the power to create and curate in the city
- Starting a wave of cultural investment across the region

Coventry's City of Culture programme commenced in May 2021 and will run for 12 months, allowing us to keep our promise to the city and region - to deliver an extraordinary year and telling the story of the city that moves.

### **JOB DESCRIPTION**

We are seeking to bolster our Production and Event Operations Team in preparation for the second half of our cultural year, with numerous high-profile events planned throughout the spring and into summer of 2022.

COVENTRY CITY OF CULTURE TRUST  
2 CROFT, COVENTRY, CV1 3AZ

REGISTERED ADDRESS: 2 CROFT ROAD, COVENTRY, CV1 3AZ,  
COMPANY NUMBER: 09808960  
CHARITY NUMBER 1165639, LIMITED BY GUARANTEE  
REGISTERED IN ENGLAND AND WALES

The Trust is looking to appoint a Technical Manager line managed by Head of Event Operations to manage the wider technical team, including the Deputy Technical Manager and Stores Manager.

The postholder will lead on management of the organisations owned event infrastructure, assets, and fleet, ensuring that all assets are effectively maintained, certified and best deployed to support activity.

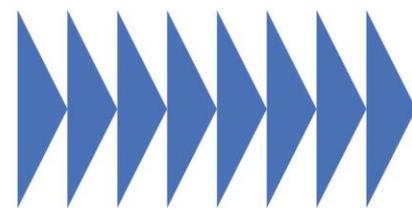
Working in collaboration with Production Units, Production Coordination, Facilities and other key City of Culture departments, the role will take the lead on event technical management and resourcing for our portfolio of events, supporting Event Operations Managers and Production Managers, providing dedicated technical advice, advancing and support in the delivery of events across the programme varying in scale from small to major, and across artforms, in both traditional venue, found spaces and outdoor settings.

## THE ROLE

- Work with internal and freelance project productions teams, with support from the Deputy Technical Manager to scope, spec and deliver technical production requirements for events, including but not limited to AV, Lighting, Sound, Staging and Rigging
- Provide specialist technical advice and recommendations to teams across the organisation through the feasibility, planning and delivery phases of projects, ensuring that technical production aspects are suitably budgeted for and factored into planning
- Lead on delivery of all technical and site design drawings for event activity, working closely with the respective Event Operations Manager and Production Manager
- Manage and maintain relationships with all technical production preferred suppliers, ensuring value for money, and efficient deployment of resourced equipment to events
- Lead on the coordination of crewing requirements for all city of culture events, working closely with the respective Production Units
- Act as the designated Health & Safety Coordinator for all technical areas of the Organisation, including the Stores, ensuring risk assessments and method statements are up to date, and in line with company policy and national legislation. Ensuring that the Head of Event Operations is briefed on pertinent risks and mitigations
- Oversee, with support from the Stores Manager the management, servicing, deployment and recovery of all City of Culture event assets and equipment to event sites
- Develop and manage the testing and re-certification programme for all equipment and assets, including but not limited to PAT Testing and LOLER inspection
- Oversee, with support from the Stores Manager the management of the organisations vehicle and plant fleet, ensuring deployment and maintenance is in line with company policy
- Lead and coordinate the Technical Unit, ensuring the team is supported, appropriately tased and delivering as per project timelines
- Any other reasonable tasks required to successfully execute the role
- Actively engage with the organisation's vision and policies regarding equal opportunities and diversity, artistic ambition, participation and engagement, health and safety, evaluation and monitoring
- To be aware of, and undertake to comply with the Trust's GDPR, Health and Safety and Diversity and Equality Policies



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## PERSON SPECIFICATION

### Essential

- Have a minimum of 5-years-experience working in the live events or performing arts sector, at Technical Manager or Department Head Level, across varying scales and artforms
- Health & Safety Qualification at minimum Level 3 or above (IOSH, NCRQ or NEBOSH)
- Strong knowledge of health and safety considerations and certifications within technical production
- Competent in AutoCAD for drawing and amending site and technical plans
- Experience managing a technical team within a high-volume production environment
- A proven understanding of working on complex events at scale, and the technical considerations required to deliver them
- Strong understanding of the application of CDM legislation in event settings
- Expertise in Sound, AV and Lighting Engineering in Events and Performing Arts
- Expertise in Temporary Power Installations and Rigging
- Experience of managing and maintaining asset and equipment warehouses/stores within an events environment
- Excellent organisation skills, with the ability to work in a busy-team structure, whilst balancing and prioritising a diverse workload
- IPAF Licence
- Driving Licence
- Excellent administration skills with strong attention to detail
- Strong knowledge of event infrastructure and planning consideration
- Competent across IT and software, including a strong working knowledge of Microsoft Office, and willingness to learn other software programmes and digital tools quickly
- An effective communicator, able to build and maintain relationships with colleagues, agencies, and partners
- A can-do attitude to working in busy team structure, with experience of working with multiple teams with competing demands
- Attributes of diplomacy, confidentiality, trust and respect for colleagues and partners
- A personal and professional interest in the arts, culture and heritage
- To be based in, or able to move within commuting distance of Coventry

### Desirable

- First Aid Qualified
- Forks/Telehandler Licence

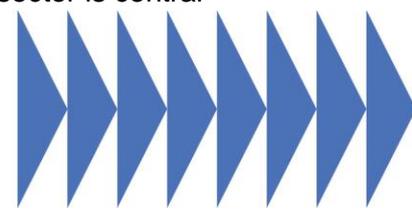
## GENERAL

Coventry is one of the most diverse cities in the UK and we want our Team to reflect that diversity. We value the benefits of a diversity of life experiences, cultural and social knowledge and are particularly keen to hear from candidates from currently under-represented groups, including those with disabilities.

We are looking to build a team of people from a range of backgrounds and range of experiences. We can provide mentoring and training/support to less experienced candidates. Training and talent development within the Trust team and within the wider sector is central



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to our approach. All postholders are expected to participate in training and development activity and to contribute time and expertise to supporting our training programmes on site and occasionally off site.

This list of responsibilities is not exhaustive and team members will be required to perform duties outside of this as operationally required.

## PROCESS

Please submit an up-to-date CV and letter (maximum 2 pages) addressing your interest and suitability for the post with particular reference to the person specifications.

Alternatively, you can provide an audio or video submission.

As part of this process, please share with HR and Team Development any support and access requirements. We will provide assistance during the application and interview phase, as required.

Please note: If selected for interview, this is likely to take place online via Zoom. We will work with you to ensure any inclusion requirements are met. If you require additional assistance during any stage of this process, including interview, please let us know.

Coventry City of Culture Trust is committed to equal opportunities and will treat all applications fairly based on written submissions, please complete the anonymous equal opportunities form available at [www.coventry2021.co.uk/jobs](http://www.coventry2021.co.uk/jobs)

Applications should be sent to [recruitment@coventry2021.co.uk](mailto:recruitment@coventry2021.co.uk)

## TIMETABLE

**Advertised** – 24<sup>th</sup> November 2021

**Deadline for submissions** – Applications will be considered on a rolling basis with a final deadline for submissions of 13<sup>th</sup> December 2021

**Interviews** – Shortlisted candidates to be interviewed by 17<sup>th</sup> December 2021

Please note: The Trust reserves the right to close the vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

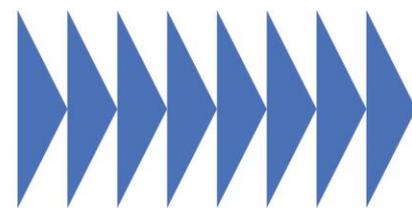
**Salary: £35,000 to £38,000 per annum, dependent on experience**

## TERMS AND CONDITIONS

This is a fixed term post until June 2022



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- The post is working 39 hours (excluding 30 minute/1-hour lunch) per week Monday – Friday at hours to be agreed between 9am and 6pm with frequent evening work to see shows and events. Flexible working may be agreed
- The salary is paid monthly in arrears
- If asked to work additional hours at the weekend, Time Off in Lieu will be given if approved in advance with the Line Manager
- Pension auto-enrolment is applicable and employer contributions are currently 3%. The Trust's appointed pension provider is NEST. Further details are available
- Holiday 33 days per annum including public holidays. Holiday must be taken at a time to suit all colleagues
- Main place of work is the Trust's Office with frequent attendance at meetings offsite
- There is a probation period of three months during which time the notice period is one week; on confirmation of appointment the notice period is one month
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK for duration of the contract
- The candidate's contract of employment with the Trust does not come into force until the first day of work

For more information about Coventry UK City of Culture 2021 visit [www.coventry2021.co.uk](http://www.coventry2021.co.uk)



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