



## JOB DESCRIPTION

**Role:** Resources Technician

**Location:** Royal Albert Hall

**Salary:** £22,220 per annum

**Line Manager:** Rigging Operations Manager

For nearly 150 years, we have been fulfilling our vision of inspiring artists and audiences worldwide with the magic of the iconic Royal Albert Hall; creating life-enriching, unforgettable experiences for everyone. Hosting 390 events a year in the main auditorium and more than 800 in other smaller spaces, the Royal Albert Hall stands true to its original purpose of promoting the Arts and Sciences. As a charity, the Hall is dedicated to maintaining the Grade I listed building and giving access to all.

### **Our vision and values**

Our vision is to inspire artists and audiences worldwide with the magic of the iconic Royal Albert Hall, creating life-enriching, unforgettable experiences for everyone. The Royal Albert Hall is more than just a building. Together we are...

#### One team

Encouraging and harnessing each other's talents, valuing our differences, supporting one another and celebrating our achievements together

#### Passionate

Dedicated, creative, embracing new ideas, always seeking a better way; because together we are writing the story of the Royal Albert Hall

#### Open to all

Welcoming, warm, always professional; committed to providing as many people as possible with unforgettable experiences.

### **The Role**

The Hall has recently invested in a new storage facility for the Production and Technical department. The Resources Technician is responsible for maintaining and managing this space as well as other areas throughout the building.

Having exceptional organisation skills, the Resources Technician will develop and continually improve the Production and Technical storage spaces in conjunction with multiple stakeholders (Lighting, Audio, Rigging etc.) The Resources Technician will develop systems and procedures to keep the daily operations running as efficiently as possible.

Managed by the Rigging Operations Manager, the Resources Technician must possess exceptional communication skills to feed information to the wider team. The Resources Technician role is best suited to individuals who are highly proactive and motivated, even when working alone.

This role will develop and evolve in line with the changing needs of the department and building. The successful candidate should be prepared for changes to this role within the first 12 months.



### **Storage facility responsibilities:**

- Manage the new B3 storage space and other Production and Technical storage areas (Gallery spaces, Technical Day Store, Loading Bay, various other P&T Storage Areas etc.) so they are organised, safe and their use is as effective as possible. Adapting their purposes for specific seasonal and maintenance requirements.
- Design and implement various operational systems and procedures for the primary storage location so that equipment is easy to locate and in good working order whilst maximising the use of the space available.
- Liaise with crew and the Crew Coordinator regarding the movement of equipment within storage spaces as well as the dissemination of equipment around the building.
- Ensure that Production and Technical equipment is properly and effectively prepared before leaving the storage facility, as well as the reverse when equipment is returned (prep and de-prep).
- Ensure that the “goods out” areas is used effectively and for its intended purpose
- Ensure that all Health and Safety requirements are met with regard to the equipment and storage spaces, specifically relating to COSHH, manual handling, PUWER, ladder inspections, PAT Testing etc.
- Conduct a daily check-list of all Production and Technical storage spaces.
- Conduct a weekly stock-take of all Production and Technical consumable items, dressing rooms supplies and water, and order ample replacements so stock levels are maintained at all times.
- Order PPE and uniform for casual crew liaising with the Crew Coordinator.
- Conduct regular reviews of procedures and systems in order to make improvements where possible so that there is continual streamlining of the “warehouse” operation
- Research into updating the asset management procedures and practices so that all equipment is tracked and accounted for.

### **Maintenance responsibilities:**

- Ensure signage in all technical areas is clear and well maintained.
- Act as the first-line responder to Production and Technical deliveries and collections.
- Conduct first line maintenance of Production and Technical equipment (Lighting, Audio, Staging). If repairs cannot be conducted on-site notify the relevant manager and arrange for the necessary off-site repairs.
- In conjunction with the Lighting Supervisor and Audio Systems Engineer, organise and conduct periodic PAT testing of relevant technical equipment.
- Attend technical meetings and report any maintenance matters to the rest of the team.
- Undertake any other reasonable request from the Production and Technical Leadership Team.



## Person Specification

- Fully able to internally communicate to the wider team, keeping all full-time and casual staff apprised of changes to any relevant procedures or equipment status.
- Self-motivated, able to understand instructions and act on them with an ability to manage your time effectively and prioritise workload.
- Ability to keep motivated during periods of lone working
- Physically fit enough to be able to undertake the required duties.
- Warehouse experience working for a technical theatre supplier would be an advantage
- An understanding and appreciation of live events and the technical aspects involved in these industries
- Highly organised, efficient and able to work on administrative tasks is essential.
- Electrical Knowledge - Qualification desirable but training will be provided.
- Knowledge of rigging systems and experience of working with chain hoists and truss is an advantage.
- Flexible, adaptable and capable of prioritising and working under pressure, especially to deadlines on maintenance and prep of equipment.
- Normal hours of work will be 37.5 hours per week, over seven day per week at various times according to the demands of the Hall's events
- Good IT/PC skills, numerate and literate.

## Training Provided:

- PAT test training
- IT training (MS office etc.)
- IOSH – Managing Safety for Theatre and Production
- Hire-track
- First Aid at Work
- Ladder Inspections

## Health & Safety

You will have a good understanding of the Hall's Health and Safety guidelines and your responsibilities within these. Your role will include promoting a safe working environment and fostering a non-blame culture, adhering to any Health & Safety requirements, flagging any conflicts that may arise with Health and Safety and working towards finding effective solutions.

## Sustainability

The Hall is committed to maintaining and furthering greater sustainable practices in all areas of the organisation to act on climate change. Whilst working at the Hall, you will be expected to embrace the Hall's Sustainability Policy and work to meet its objectives, putting sustainability at the forefront of all decisions.