

LIVERPOOL EXPERIENCE CAMPUS

JOB DESCRIPTION & ROLE PROFILE

Production and Technical

Production Technician Vision

REPORTS TO: Production Manager

DIRECT REPORTS: N/A

JOB PURPOSE

To be responsible to and, for the day to day running of the video production elements of Liverpool Experience Campus.

To provide technical support and crewing during get in's, fit up's and get out's and to operate technical equipment during event open periods as required not just in this specialism but also in other areas of operation such as Lighting, Sound, Counterweight Flying and Rigging to make a significant contribution to the Liverpool Experience Campus.

MAIN DUTIES AND RESPONSIBILITIES

- Facilitate the production activities of incoming professional and non-professional organisations using the Liverpool Experience Campus facilities including conference clients, promoters and contractors hiring the facilities for artistic and conference purposes to ensure needs are met.
- Experience in operating video equipment to a high-level during conferences – not restricted to PowerPoint, Keynote, Zoom/Teams
- Assist the Senior Technician - Vision to maintain all video equipment in the venue.
- Update knowledge to understand the venue technical infrastructure, including networking, NDI, projection equipment, and other systems.
- Experience of professional entertainment and corporate presentation
- Knowledge / Experience of a busy, flexible, multi venue facility
- Monitor all the Liverpool Experience Campus equipment so that it is not misused or misplaced to ensure that a high standard of housekeeping is always met, and that proper use, care, security and maintenance needs are met.
- Monitor housing keeping standards to ensure production areas are in a safe, clean and tidy condition and standards of the Liverpool Experience Campus are delivered.
- Assist in maintaining compliance within the legal framework of current Health and Safety regulations as they apply to production work practices and the maintenance and upkeep of departmental records
- Deliver duties in the field of vision for events as well as other general duties (sound, lighting, staging, rigging, etc) to ensure event success.

MANAGEMENT / SUPERVISOR RESPONSIBILITIES

Provide supervision, guidance and support for all casual and freelance staff and service partners to ensure safe working practices are followed to deliver the running of events.

GENERAL

- To contribute to the success of our One Team culture to deliver our aims and objectives, maintaining a flexible and positive attitude.
- To role model Liverpool Experience Campus' values: One Big Team, Take The Initiative, All Welcome and Every Moment Matters - by demonstrating collaboration, proactive problem solving, inclusivity and a commitment to delivering exceptional experiences in every interaction.
- To embed these values into decision making and behaviours, contributing to an inclusive and high performing culture across the campus.
- To adhere to Liverpool Experience Campus' Health and Safety policies and procedures and to observe a duty of care to all visitors, staff and contractors to Liverpool Experience Campus
- To undertake any other duty commensurate with this post as determined by your manager.
- This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.
- It is inevitable over time that the emphasis of this job will change, therefore this information will be periodically reviewed, revised and updated involving the post holder.

ROLE PROFILE

ATTRIBUTES	DESCRIPTION	ESSENTIAL/ DESIRABLE	HOW MEASURED
TRAINING & QUALIFICATIONS	Licence for forklift, cherry picker, and scissor lift – IPAF. IOSH Working safely qualification	Essential / Desirable	A
EXPERIENCE	Experience of the day-to-day operations within a vision department. Proficiency with a variety of vision systems such as Barco, BlackMagic, BirdDog NDI plus experience in at least one other discipline. Knowledge / Experience of working with a variety of promoters and corporate clients. Demonstrable experience of event production set up and break down across vision and other disciplines.	Essential	A/I
SKILLS & KNOWLEDGE	Awareness of Health and Safety practices and legislation. Understanding of all elements of production for a live event. Understanding sector and events management. Awareness of rigging equipment	Essential Essential Essential Essential	A/I/P
KEY ATTRIBUTES	Emotional intelligence, pragmatic, resilience, confidence, good verbal and written communication, conflict resolution	Essential / Desirable	I/P

Key for How Measured:
I - Interview

P - Presentation

A - Application

E - Exercise

T - Test

AC - Assessment Centre

CS - Case Study

Signed by Employee:

Date:

Signed by Line Manager

Date