FALMOUTH
UNIVERSITY

JOB DESCRIPTION **ACADEMY OF MUSIC & THEATRE ARTS**

Job title:	**Casual Lighting and Performance Technician**
Grade:	**4**
Responsible to:	**Front of House Manager**
Date:	**November 2026**
Job purpose:	To provide a professional level of technical support for our externally facing public activities and performance programme. This includes technical set-up and operation of Stage Lighting; Focusing, general rigging, loading in and out; programming on ETC Eos Systems and the provision of technical assistance and advice to all stakeholders, including Front of House staff and external customers. To work as part of a team to enable the effective operation and delivery of technical support for our public programme and commercial events.

Main duties and responsibilities

The main tasks and responsibilities of this role have been grouped in the following areas:

1. Technical Support and Services.
2. Business and Research Support.
3. Health and safety.
4. General duties and responsibilities.

Health and safety is a priority and will be embedded in all tasks and responsibilities of the role. The post holder will ensure the Health and Safety of any person associated with the facilities for which they are responsible and the activities being carried out within those facilities. This is delivered through the provision of risk assessments, safe processes of work and effective monitoring and supervision.

The balance between the two main areas of technical support and services, research and business support will vary at different times of the year, in particular between academic terms and non-academic terms, and in the disciplinary context of the School. The exact duties of the role will be defined by the line manager.

Business support and research responsibilities of the role includes the demonstration of technical facilities, equipment and/or processes to students and other stakeholders. For the purposes of this role demonstration includes the induction and technical competence, including health and safety competence, in the use of technical facilities, equipment and/or processes with external performance companies and event managers.

1. Technical Support and Services

a) Prepare, install, monitor, maintain and operate technical facilities, equipment and/or processes for the Public Programme and commercial events, ensuring that the technical facilities, equipment and environment is in safe and good working order, troubleshooting when necessary.

b) Induct, supervise and advise all stakeholders and external customers, on the operation and suitability of technical facilities, equipment and/or processes.

c) Maintain and service equipment and be responsible for reporting all faults and repairs,

d) Be responsible for the storage, distribution, maintenance and ordering of stock and materials, and ensuring the storage of hazardous substances and materials meet statutory requirements.

e) Ensure the general tidiness and daily maintenance of the technical facilities.

f) Assist and support the practical and technical arrangements of exhibitions, installations, external performances and events as required by the Public Programme, including the advance preparation of space.

g) Work collaboratively as part of a technical team.

h) Complete technical and other relevant (e.g. Health & Safety) training as identified and agreed for appropriate maintenance and development of skills.

2. Business Support and Research Support

a) Provide technical advice, demonstration and support for all stakeholders, including teaching and research staff, and external customers, in general and specific workshop/studio practice, equipment, techniques, software and related activities. Assist stakeholders in realising conceptual ideas practically.

b) Liaise with the appropriate production and technical staff in the undertaking of work associated with the role.

c) Contribute to the development and delivery of marketable income generating activities such as business support and research, and to Master Classes, Short Courses, and Summer Schools.

3. Health and Safety responsibilities

a) Undertake Risk Assessments of all equipment, processes and procedures associated with the role and to ensure their correct implementation within the Health & Safety framework of the University on a continuous basis.

b) Agree, recommend, document and adopt work practices within the programme and technical area(s) which are consistent with actions arising from Risk Assessments.

c) Build Risk Assessments and associated Health & Safety standards and procedures into the training and practice of all users of the technical facilities, including the use of appropriate documentation.

d) Deliver Health & Safety induction sessions for individuals and groups of users of the technical facilities.

e) Be responsible for restricting the use, including closure, of facilities, equipment or processes to individuals or groups of users that have not demonstrated appropriate levels of Health & Safety and working practices, and advise on how and when further training and assessment of competences can be obtained.

f) Complete and maintain an appropriate First Aid qualification to provide a first line response to accidents and incidents within the technical areas or areas being used for technical support and services.

g) Be a registered Fire Warden to respond and enable an immediate and complete evacuation of facilities in a Fire Emergency.

h) Ensuring that correct and timely communication of safety issues, is carried out as relevant to your areas of responsibility.

You also have a personal responsibility for ensuring that:

i) You comply with safe systems of work in operation within your work area.

j) You work co-operatively with other staff who have responsibility for Health and Safety Requirements.

k) You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.

l) You attend training as appropriate to your role (see the relevant Health and Safety Training Grid for requirements).

m) You may be required to undertake duties as a first aider (for which a separate allowance is paid).

General duties and responsibilities

1. To perform to high professional standards.

2. To manage independently any errors or concerns at the earliest opportunity, or notify a senior member of staff as appropriate.

3. To use initiative in order to determine priorities, work with autonomy, and work effectively with senior colleagues.

4. To be responsible for your own continuing self-development.

5. To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the University's business without altering the nature or level of responsibility involved.
6. To work in accordance with the University's policies relating to equality and dignity and freedom of speech and academic freedom.
7. To participate in the University's Annual Performance Development Review Process.

Health and safety at Falmouth University

The University takes health and safety matters very seriously. All staff have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University arrangements for health and safety.

Staff with responsibility for others must ensure the proper enactment of University policy within their areas in line with levels of responsibility set out in the University's Health and Safety Policy.

Health & safety requirements

- In relation to health and safety you must comply with all relevant legal requirements. You are specifically responsible for ensuring that:
- You comply with safe systems of work in operation within your work area.
- You work co-operatively with other staff who have responsibility for health and safety requirements.
- You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.
- You attend training as appropriate to your role (see the relevant health and safety training grid for requirements).
- You may be required to undertake duties as a first aider (for which a separate allowance is paid).

PERSON SPECIFICATION

Job title: **Technician**

Attributes	Essential requirements	Desirable requirements
Education and qualifications	Qualification (e.g. NVQ4) or equivalent qualification or experience. Substantial demonstrable recent experience in stage lighting, including experience of ETC Eos systems. Possession of the IOSH qualification or a willingness to complete (training will be provided). Possession of IPAF 3A Operators Licence (or willingness to obtain and training can be provided).	Relevant Health and Safety qualification or a willingness to complete. (Training will be provided.) E.g. NEBOSH /CIEH or other relevant recognised industry standard. Relevant First Aid Qualification**.** Relevant other work at height qualifications or certifications. Relevant other rigging experience or certifications.
Experience and knowledge	An up to date knowledge of related technical practice and a commitment to continual specialist development. Ability to service and maintain technical facilities, equipment and processes. Experience of current Health & Safety practice (e.g. COSHH and LOLER) and guidelines including the writing of Risk Assessments. IT literate. Demonstrate an understanding of customer service. Basic understanding of performance sound systems and equipment.	Experience of working closely with a range of internal and external stakeholders on a range of performance and corporate events. Ability and experience in using relevant specialist software.

Skills and personal requirements	The ability to engage with performance artists and event managers in the realisation of concepts through practical application of technical expertise. Ability to work outside of normal office hours. Ability to create and nurture relationships with key contacts and partners in related industries. Well-developed communication skills including tact, diplomacy and sensitivity in working with inexperienced persons. Ability to work under own initiative and be resourceful in approach to problem solving. Ability to develop and maintain good working relationships across departments. Flexibility to work in different locations.	