



LIVERPOOL PHILHARMONIC

Production Technician

Candidate Information
July 2024

What is Liverpool Philharmonic?

Liverpool Philharmonic enhances and transforms lives through music.

At the heart of our work is the critically-acclaimed Royal Liverpool Philharmonic Orchestra (the UK's oldest) and Choir; an extensive programme of participatory work with young people and others across our community; and presentation of almost 400 concerts and events each year at our home, Liverpool Philharmonic Hall.

Liverpool Philharmonic is rooted in our city.

We are central to Liverpool's cultural offering, being the largest music organisation and one of the largest cultural organisations in the city, employing over 240 people. As well as our work in Liverpool our Orchestra represents the city with performances and broadcasts across the UK and around the world.

The city's young people are a central focus of our work. Our In Harmony programme provides an intensive, daily music-making programme for over 1750 children in Everton and Anfield, North Liverpool, and we run more than 5,000 workshops and events in community settings for all ages across the City. The Liverpool Philharmonic Youth Company provides a range of opportunities for music making for young people, including the Liverpool Philharmonic Youth Orchestra, Liverpool Philharmonic Youth Choir, Children's Choirs, and Rushworth Young Composers programme. We work in partnership with several Liverpool NHS Trusts delivering programmes which support people in the Liverpool city region living with a range of mental and physical health needs.

Liverpool Philharmonic is committed to diversity and inclusion.

We work hard to reach right across our community through our learning work, and concert programme.

We attract world class artists to perform at Liverpool Philharmonic Hall and our small venue, Music Room, with a diverse programme of performances ranging from classical, contemporary, rock, pop, folk, roots, and jazz to comedy, film and spoken word. We work with many organisations and cultural partners in the City to ensure that the artists and performances we put on stage, and the audiences we attract truly represent our community.

And we are working hard to ensure that our workforce is a diverse as possible.

Liverpool Philharmonic reaches more people than any music organisation outside London.

Over 350,000 people attend Liverpool Philharmonic concerts each year.

73,000 young people participate in our Youth Company and associated ensembles, attend concerts or take part in our In Harmony programme.

Around 900,000 people in 92 countries listen to our recordings each month on Spotify, more than any UK orchestra outside London.

Over 18,000 people have benefitted from our music and health programme over the last 15 years.

What is the role?

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- **Title:** Production Technician
- **Department:** Performance and Learning
- **Location:** Your main base will be Liverpool Philharmonic Hall, and to provide technical support for Liverpool Philharmonic events in other venues.
- **Responsible to:** Technical Manager
- **Responsible for:** Technical Staff
- **Contract:** Full time, permanent. The contracted hours for this post are averaged 42.5 per week over a 17-week period. The pattern for these hours will be irregular due to the need for evening, weekend and bank holiday work.

Principal Role

To provide appropriate technical event production and support services for events at Liverpool Philharmonic Hall and elsewhere as required, working with staff members, visiting artists, promoters, the Royal Liverpool Philharmonic Orchestra and other users of the venue.

Key Responsibilities

Key Responsibilities:

- To liaise with other Liverpool Philharmonic employees, in particular the Event Managers, Operations team and Performance and Learning department.
- To ensure that accurate, appropriate and the highest standard of technical advice, services and support is provided to clients and/or customers in managing and staging events or room bookings.
- To ensure compliance with Health & Safety, licensing and always building control regulations by following relevant standard operating procedures and maintaining records of work undertaken, activities, and other data as instructed.
- To liaise with clients/customers to identify requirements (e.g. layout of area, necessary equipment etc.) while providing outstanding customer care and ensure that expectations are met.
- To design and operate lighting, sound, audio visual, and recording systems for events as required.
- To be Lead Technician on events as required; this role includes:
 - taking responsibility for locking and unlocking the building safely.
 - being in control of the production fit up and safety.
 - acting as Stage Manager for events as needed.
 - being in control of the premises after the show and the de-rig and get-out schedule and safety.
- To provide technical support for offsite events & tours to include but not limited to Royal Liverpool Philharmonic Orchestra; In Harmony; Liverpool Philharmonic Youth Choir; Liverpool Philharmonic Youth Orchestra; Liverpool Philharmonic Children's Choir.
- To be a Fire Warden or Incident Controller at Liverpool Philharmonic Hall when required.
- To maintain the Liverpool Philharmonic Hall's in-house lighting, sound, AV and staging equipment and peripherals, and other resources.
- To undertake training as required.
- In addition, the post-holder may be required to undertake other reasonable duties commensurate with their status and abilities and depending upon the requirement of Liverpool Philharmonic.

Person Specification

The successful candidate is likely to be able to demonstrate the following:

Criteria	Essential	Desirable
Knowledge / Experience		
At least one year's music or theatre industry training	✓	
Awareness of health and safety legislation and good practice in the industry	✓	
Understanding of stage management	✓	
Experience of lighting board programming and operation	✓	
Experience of live sound operation	✓	
Experience of rigging and working at heights	✓	
Proficient in office IT software	✓	
Extensive operation in a variety of venue/industry areas		✓
Practical knowledge of digital audio protocols such as DANTE / MADI		✓
Practical knowledge of lighting control protocols such as sACN / Artnet		✓
Knowledge of AV equipment		✓
Experience of acting as a lead technician / stage manager within the context of daily leadership of a small team.		✓
Skills / Abilities		
Good organisational and interpersonal skills	✓	
Good judgement and ability to act with discretion and tact.	✓	
Ability to deal with problems as they arise.	✓	
Commitment to providing the best possible standards of customer service, and to equal opportunities.	✓	
Team player with the ability to take direction.	✓	
The ability to work on own initiative.	✓	
Calm, well organised and confident, particularly when working to demanding requirements.	✓	

Key Information

- **Salary:** £29,283 per annum
- **Employment type:** Full-time, permanent
- **Hours of work:** The contracted hours for this post are averaged 42.5 per week over a 17-week period. The pattern for these hours will be irregular due to the need for evening, weekend and bank holiday work.
- **Place of work:** Your main base will be Liverpool Philharmonic Hall, and to provide technical support for Liverpool Philharmonic events in other venues.
- **Holidays:** 26 days (pro-rated) plus bank holidays

What benefits are offered?

Pensions

Access to a Group Personal Pension Scheme whereby employees are auto enrolled and can enjoy employer contributions.

Training and Development

We offer a dedicated training and development fund to support the growth and progression of our employees.

Service Awards

Employees are provided with additional time off and cash incentives at various long service milestones.

Complimentary staff tickets

Complimentary staff tickets are available, and employees are encouraged to attend events.

Health Cash Plan

Following two years' service you will have access to a health cash plan with an external supplier. This provides cash back towards everyday healthcare bills and a range of other wellbeing benefits.

Discounted Staff Parking

Access to reduced price parking (subject to availability) in car park operated by Liverpool Philharmonic for employees who choose to drive in to work.

Rail services

Access to the Mersey travel Season Ticket enabling the cost of annual season ticket to be spread over a period of 12 months.

Cycle to work

Cycle to Work Scheme that offers discounts on a bike and accessories, with the cost spread over a period of 12 months.

How to Apply

Please [click here](#) to submit your application.

You will be required to input your personal details and then asked to complete the required information.

You will also be asked to add a supporting statement, which can be a maximum of 500 words detailing how you meet the requirements of the job (that does not include any personal details such as your name, date of birth, gender, address or phone number).

If you require any support with this process, please contact recruitment@liverpoolphil.com

Applications are due 12:00 Friday 26th July, 2024. No applications will be accepted after this time.

All applicants must have the right to work in the UK.

Interviews

Short-listed candidates will be invited to attend an interview on the w/c 5th August 2024 at Liverpool Philharmonic Hall, Hope Street L1 9BP

Equal Opportunities Statement

Liverpool Philharmonic is committed to striving to represent modern Britain in all its diversity. Liverpool Philharmonic is committed to equality of opportunity and welcomes applications from all suitably qualified candidates, irrespective of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex or sexual orientation. In seeking to be representative of the Liverpool city region, applications from members of minority ethnic groups are particularly welcome as they are currently underrepresented within the creative industry. The appointment will be made on merit with independent assessment, openness and transparency of process.

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The work of Liverpool Philharmonic is supported by:



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