



Summary

Job title	Theatre Events Technician
Division	Humanities
Department	Humanities Divisional Office
Location	The Stephen A. Schwarzman Centre for the Humanities, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 5.1: £32,108 per annum (pro rata), equivalent to £16.92 ph <i>Acting Theatre Events Duty Technician:</i> Grade 5.3: £33,810 per annum (pro rata), equivalent to £17.81 ph
Hours	Variable hours (including weekends and evenings)
Contract type	Fixed term (1 year - with the potential for this to be extended for a further 12-month period)
Reporting to	Head of Technical & Production
Vacancy reference	187236
Additional information	Please send a copy of your CV to Andy Furneaux at technical@schwarzmancentre.ox.ac.uk . Quote vacancy reference 187236 on all correspondence.

Overview

Reporting to the Production Manager, the Events Technician will be responsible for assisting in providing support to technical & production facilities of the Schwarzman Centre for the Humanities, a multi-purpose building combining academic departments, a major Bodleian Humanities Library and a range of performance and exhibition spaces. Located within the building are a Concert Hall, Theatre, Cinema, Black Box experimental space, Exhibition Hall, 3 Music Studios and a Rehearsal Hall. The Technician will be responsible for supporting these venues, and the wider building, ensuring excellent support to faculties, visiting artists and students alike, as well as a high quality of technical expertise.

You will join at an exciting and important time for the Humanities Division as it opens up the new Schwarzman Centre for the Humanities to the public, made possible by a landmark £185 million gift



from philanthropist and businessman Stephen A. Schwarzman. In bringing together much of Oxford Humanities into a single site, the new building will unlock a wider change and transition programme as we relocate activity and personnel from existing sites, along with developing new activities and new audiences enabled by the building's state-of-the-art public and performance spaces. The Humanities Cultural Programme, a major new initiative designed to share research with as wide an audience as possible and attract performers and artistes from around the world, will use the Centre's facilities for musical performances, drama, film and exhibitions and more. The Centre's public areas will be open and inviting to the public and physically accessible for all.

Joining as we begin to open the building, you will play a key role in developing the Centre's performance venues and their technical offer.

About the role

You will work across the main performance spaces in the Schwarzman Centre, supporting events programmed by internal University stakeholders as well as external creative companies and corporate hirers. You will support the Production Manager and Senior Technicians in delivering and operating events throughout the Schwarzman building, including pre-rigs, get-ins, fit-ups, live events and get-outs, always to a high technical standard. You may also programme and operate lighting, audio and video control consoles, both under instruction and independently. You will help ensure the effective, compliant installation, maintenance and operation of technical and production equipment, provide practical technical support to incoming artists, productions and events, contribute to the development of the Centre's technical services and infrastructure, and support the work of Oxford student technical theatre and acting groups.

This role will involve physical work and working hours at all times of the day and days of the week (including evenings, overnights, weekends and Bank Holidays). Calls will be a minimum of 4 hours each with long days also required. The work is demand based and will therefore vary between busy periods and quieter periods throughout the year.

The role will be based in the Schwarzman Centre across the main performance venues: Sohamen Concert Hall, Theatre, Black Box, Recital Hall, Cinema and White Box exhibition space; and other locations throughout the building.

Responsibilities/duties

Technical Delivery

- Set up lighting, audio, video/visuals and staging as part of a team or solo.
- Operate and programme **ETC lighting desks** (including EOS family).
- Set-up and operate **Yamaha digital** mixing desks and stage boxes, including for use as Front of House, monitors and for touring engineers via Dante and XLR.
- Assist in the maintenance & in the management of all technical systems and equipment, with a focus on **ETC fixtures, d&b audiotechnik & Renkus Heinz** PA's and associated infrastructure.
- Carry out the rigging, set-up and checking of all technical equipment; whether in-house or toured.
- Work with internal and external stakeholders, companies and individuals to set up and deliver a wide range of events whether as pre-formed packages or taking on board some element of creation within these.
- Building stages and taking part in room change overs involving seating, stage lifts and other

stage equipment.

- Work with Senior Technicians to realise event designs to a high professional standard.
- Keep up with industry best practise and knowledge including the intersection between lighting and visual systems.
- Support the delivery of sound, visual, staging and access requirements across the Centre as needed.
- Work across Stage Management across a variety of event types.
- Work with all internal stakeholders to deliver excellence, quality and equality of service across the Cultural Programme, Lecture, student production and commercial bookings.

Team and Operational Support

- Collaborate with the wider technical team, Oxford University IT teams and events support staff, including Front Of House, to ensure consistency and excellence in service delivery.
- Work calmly under pressure supporting colleagues and visiting companies in high-pressure environments.
- Work independently in a proactive, constructive and efficient manner when needed.
- Act Up as Duty technician (upon completion of training).

Compliance and Safety

- Ensure compliance with all relevant electrical and industry safety regulations.
- Contribute to risk assessments, method statements as required.
- Adhere to and assist in promoting best practices in working at height and electrical safety.
- Work within the Schwarzman and wider University of Oxford safety systems.
- Assist in maintaining asset tagging systems for tracking of equipment in day to day use and within inspection regimes.
- Carry out in-house repairs on faulty in-house equipment on a planned and ad-hoc basis as required.
- Provide assistance to incoming companies, faculties and students for compliance and flag where standards are not met.

Selection criteria

Essential

- Significant experience as a multi-skilled technician in live arts, music or events ideally having worked across multiple genres.
- Excellent ability to troubleshoot & fault find issues under pressure.
- Excellent operational knowledge of a range of lighting, sound and AV systems, and specifically ETC desks & moving lights as well as Yamaha control surfaces with d&b audiotechnik PA systems.
- Excellent knowledge and experience with using IP Networks using, Dante protocols and management & DMX, CAT6 and fibre backbones.
- Knowledge of electrical testing and scheduled and unscheduled maintenance of lighting equipment.
- Knowledge and practical experience of all relevant Health and Safety regulations.
- Knowledge of and experience of current rigging and working at height practices.
- Experience of working with a variety of touring companies and corporate clients.
- Excellent team worker with good time management skills and the ability to work under pressure and to deadlines.
- Extensive knowledge of all aspects of technical procedures in a multi-use venue.
- Familiarity with Stage Management systems and protocols.

- Good communications skills in liaising with a wide range of faculties, academics, student societies, visiting artists & companies, production companies, and technical teams.
- Ability to positively influence the delivery of high standards of service.
- Commitment to the Schwarzman Centre vision.
- Commitment to promoting equal opportunities and cultural diversity.
- Ability to work evenings and weekends where necessary.

Desirable

- Experience of supervising staff or crew.
- City & Guilds electrical qualification to CG2365 and 2391 or similar proof of competency to BS7671.
- City & Guilds electrical qualification in BS7909.
- Knowledge and use of Timecode and OSC protocols in performance settings.
- Knowledge and experience of working with Dante networks; configuring and routing using Dante Controller, Domain Manager & Virtual Soundcard.
- Experience of Lighting Design and/or sound engineering for live music.
- Experience with projection systems, screens, video walls and ancillary equipment including cinema level projection.
- A working knowledge of Paradigm lighting controls.
- Understanding and operation of complex data over IP networks and routing between spaces including knowledge of Dante networks and protocols is an advantage
- Experience of Stage Management including calling shows from a book, script or music score.
- A working knowledge of Q-sys programs and hardware.
- Rigging qualification and/or knowledge and experience of rigging in a theatrical or events environment.
- Health and Safety qualification such as Safety Passport, First Aid or Manual Handling etc.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide proof of your right-to-work in the UK, proof of your identity, and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Working at heights
- Night working (11pm-6am)
- Lone Working
- Work in hot or cold environments
- Working with Ionising Radiation
- Regular manual handling
- Working with category 3b or 4 lasers (laser safety class)

- Work with any substance which has any of the following pictograms on their MSDS:



About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, each with a full-time Head and elected Board. The Humanities Division is distinctive for its depth and breadth. Its activity spans nine faculties, one School and two independent research institutes: the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Asian & Middle Eastern Studies; Philosophy; and Theology and Religion; the Ruskin School of Art; the Rothermere American Institute and the Voltaire Foundation. Interdisciplinary links within and beyond the University are strong, extending to the social sciences, medical sciences and the natural and physical sciences.

One of the largest centres for Humanities internationally, with over 800 members of academic and research staff, the Division offers world-class research and teaching, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Library, with its 11 million volumes and priceless early book and manuscript collections, the Pitt Rivers Museum, the History of Science Museum and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study and digital Humanities.

The outstanding quality of Humanities research at Oxford is recognised globally. This reputation for research excellence contributes to the University coming top of several international rankings for Arts and Humanities, including the US News and World Report rankings and the QS World University Rankings by Subject. The Division's faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

The Division has responsibility for over 4,000 undergraduates (a third of the University's total undergraduate population), and for over 2,000 postgraduate students (over 1,100 doctoral students and some 900 Master's students). Twenty-nine undergraduate courses are offered in Humanities subjects, seven of which are offered jointly with the other academic divisions. The Doctoral and Master's programmes offered are distributed across all of the Division's faculties, along with a suite of Master's courses offered with the Social Sciences Division and a growing portfolio of Master's courses that draw from across the Humanities. The Division is part of the Open-Oxford Cambridge AHRC Doctoral Training Partnership. The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, supported by a £185 million gift to create the Stephen A. Schwarzman Centre for the Humanities.

For more information please visit: <http://www.humanities.ox.ac.uk/>

The Schwarzman Centre

The teaching and study of the humanities is so important because it tells the story of what it means to be human - who we are, where we came from, and how our culture, literature and language have developed over time. With over 700 academic staff and 6,000 students, Oxford Humanities leads the world in the breadth and depth of subject coverage and the quality of teaching and research. But don't just take our word for it - the latest QS World University Rankings placed us at number one.

The new Humanities building will take our teaching, research and public engagement to new heights. For the first time in the University's history, seven humanities faculties are housed together along with a new library. These disciplines have been scattered in buildings across Oxford, but they are now united in a new building designed to encourage cross-disciplinary study and research. Academics in the building will work together to tackle some of the most pressing questions of our time. As well as a new Institute for Ethics in Artificial Intelligence, they will consider the environment and how society rebuilds after the pandemic.

Crucially, the building is open to the public, and we aim to bring research and performance in the arts and humanities to new audiences. There is dedicated space for schoolchildren to visit and engage with Oxford's researchers. There is exhibition space and three new performance venues for music, theatre, drama, dance, lectures and more. The Cultural Programme will bring the world's leading performers and artists to Oxford. Our venues are also open to regional cultural organisations, with whom Oxford researchers will strengthen partnerships.

Further information about the Humanities Division can be found [here](#) and the Schwarzman Centre [here](#).

How to apply

Please send your CV to Andy Furneaux at technical@schwarzmancentre.ox.ac.uk and quote vacancy reference 187236 on all correspondence.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application, you will be asked to provide details of two referees and indicate whether we can contact them now.

Information for internal candidates

If you currently work at the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving and information about your performance.
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full-time post. If you are offered this post and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other post(s) before starting work in the new post.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Non-technical questions about this job should be addressed to the recruiting department directly at hr@humanities.ox.ac.uk.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at:

<https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

The University of Oxford is committed to equal opportunity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, support for [sustainable travel](#) and other discounts. Staff can also access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at <https://staff.admin.ox.ac.uk/thriving-at-oxford>

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

Please see our Life in Oxford webpage for information on relocating to and settling into the Oxford area. The website offers valuable guidance, including information on where to find more details about housing, transportation, finances, healthcare, and other key aspects of living in Oxford and the surrounding region. See [Life in Oxford | Oxford University Jobs](#)

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>.

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>.