



Job Description

Technician

Division: Operations

Team: Technical

Responsible to: *Head of ICT & Technical Operations*

Last Updated: 27 April 2022

At the Edinburgh International Conference Centre our vision is:
to create an environment which inspires ideas that change the world

Primary Function:

As a valuable member of the Technical Production Team, you will work closely with the rest of the Technical Production Team and Operations Division to organise and deliver a variety of conferences, events and exhibitions for the EICC. A key aspect of this role is the ability to streamline front of house builds, operation, derig and turnaround of shows to ensure the professional & seamless delivery of client events.

Key Responsibilities:

- Dealing with all aspects of the coordination, building and successful running of all AV aspects of events at the EICC, with a particular focus on lighting, in conjunction with the Technical Planners
- Establish and maintain good control room and equipment handling procedures to ensure maximum efficiency of resource
- Implementation of the Technical Production Team's safe systems of work and procedures
- Ensuring EICC equipment resource is used to best advantage before hire equipment is considered
- Undertaking the technical operation of events
- Building relationships with Contractors and ensuring the delivery and development of the Planned Preventative Maintenance program throughout the Facility in conjunction with the Head of ICT & Technical Operations
- Building relationships with equipment suppliers to ensure seamless and cost-effective integration of external equipment when required
- Work on other EICC business projects as deemed necessary

Personal Attributes:

The successful candidate will ideally possess the following personal attributes:

- Experience working with AV technology and equipment
- Strong lighting skills including reading/drawing plans, rigging & focusing lights, programming & operating a modern lighting desk and maintaining equipment
- Experience with networking and IP based lighting control protocols
- Ability to prioritise workloads and adapt to changing demands
- Excellent communication skills
- Ability to follow detailed event planning information and then lead & deliver AV aspects of the event
- Ability to lead a team of technicians/contractors across all technical event disciplines

Key Selection Criteria:

- Track record of delivering technical production services in a professional environment
- A technician with previously demonstrated experience in lighting as well as wider departments, such as, Rigging, Sound, Lighting, Projection, Video, IT and online conference services
- Logical and calm approach to problem solving
- Proactive team player who is willing to be flexible with their time to meet the needs of the business and our clients including weekends/evenings
- Ability to work well within a team and give as well as take instruction as necessary
- Ability to lead a team of technicians to deliver an efficient and successful event
- Ability to work calmly under pressure to deliver to deadlines
- Excellent multi-tasking abilities
- Experience in delivering a high level of customer service
- Excellent time management skills with the ability to meet business and client deadlines

Acknowledgement:

This Job Description may be subject to periodic review, and Team Members will be expected to take on such variations as are consistent with the level of responsibility and function of the role.