

## Technician – Venue Services

### Background

Event Production Services (EPS) is an award-winning technical services company for the events and AV industry based in Oxfordshire and working nationwide. Working across our Hire & Production, AV Installation, Creative Content, Venue Services and Crew Services departments, we pride ourselves on 'Delivering the Detail' to our clients, offering a quality service and going above and beyond.

### Job Details

Title: Technician (Venue Services)  
Type: Full Time, permanent  
Hours: 40 hours per week, some antisocial hours  
Location: Based at OX10 7BG but working nationwide, some staying away required  
Salary Band: £21,500 - £24,000  
Reporting to: Venue Services Coordinator

### Benefits

Competitive salary and clear opportunity to advance  
Continued training and development  
Your birthday off  
Strong Corporate Social Responsibility credentials

### Application Details

Please send a CV with two references by email to [office@epsoxford.com](mailto:office@epsoxford.com) with the subject line "**Recruitment**". There is no fixed deadline for this; however, we aim to recruit as soon as possible.

### Job Description

We have an immediate vacancy for a Venue Services Technician to join our busy team working in theatres, music venues and schools, where we act as an outsourced Technical Management supplier

Working alongside our Venue Services Coordinator, the ideal candidate will have a strong understanding of the needs of small theatres and school performance spaces, where they will be expected to jump between several disciplines. One day may be filming a school exam performance; another may be streaming a live event; another may be amalgamating the next three touring shows' lighting plots into a single rig to suit a venue's equipment provision.

As a small multi-discipline company, you would be expected to lend a hand to other departments as needed.

### **Duties and Responsibilities**

- Setting up and operating staging, sound, lighting and AV equipment
- Working to and enforcing safe working practices
- Reading and understanding lighting plots, and working to install
- Working closely with the Venue Services Coordinator
- Actively pursuing additional Venue Services opportunities to expand the department
- Driving company vans for delivery and collection of equipment
- Liaising with clients to ensure customer satisfaction
- Working with warehouse team to prepare equipment
- Improving and developing systems of work
- Continued personal development in chosen field

### **Skills and Qualifications**

- Excellent communication and organisation skills
- Self-motivated and capable of lone working, however also able to be part of a team
- Friendly and presentable, able to be customer facing
- Composed and calm under pressure, able to work to deadlines
- High level of attention to detail; ability to learn from constructive criticism; willing to learn to advance their career
- Comfortable working at height; strong understanding of Health and Safety

#### **Essential**

Full UK Driver's License  
DBS Check (or ability to pass)  
Strong AV / events skills  
Strong IT skills, both PC and Mac  
Strong fault-finding skills

#### **Desirable**

3+ years of events experience  
Experience of creating/editing CAD drawings  
Experience with ChamSys and ETC  
Experience with Yamaha digital mixing desks

### **Person Specification**

The ideal candidate will have experience in a theatre or drama technician role, with experience of dealing with several requirements at once in a high-pressure environment. Being comfortable both working as part of a team and lone-working, you will be a strong communicator able to work closely with the Venue Services Coordinator to ensure the longevity and expansion of the department.



Event Production Services  
The Pack House  
Drayton St. Leonard  
Oxford, OX10 7BG

office@epsoxford.com  
01844 278446

Educated to a minimum of A-level or equivalent standard, additional skills such as electrical qualifications or design experience are welcomed.

### **Equal Opportunities Policy**

Event Production Services are an equal opportunities employer. We encourage applicants from all backgrounds. We do not tolerate discrimination or harassment.