

ilkley literature festival

Technical Manager Job Description Freelance Contract Hours Friday 4 - Sunday 20 October 2024

Word Up North is seeking experienced technical managers to join the team in October, helping to deliver the Ilkley Literature Festival across venues in and around Ilkley.

Technical managers work as part of a team producing in-venue literature events for audiences each Autumn.

Hours: As needed during the festival dates Friday 4 – Sunday 20 October, inclusive
Weekday evenings from approximately 5pm – 10pm
Weekends shifts anywhere between 9am – 10pm Saturday's and Sunday's
There will be a briefing meeting scheduled in September

Salary: £16 per hour

Responsible to: Director / Partnerships & Operations Director / Technical Director

Purpose of role:

- Deliver the technical production of events within festival venues.
- Work as part of the event team, including event and stage managers, and festival volunteers.
- Ensure the organisations processes and procedures are followed.

Tasks & Responsibilities

These will include, but not be limited to:

- Provide technical and physical support within festival venues.
- Set up, operate, and pack down, rigging, sound, lighting, and AV equipment, as instructed by the Technical Director.
- Carry out sound and visual checks.
- Complete room set ups as required, including but not limited to seating, staging and furniture.
- Follow technical operations instructions for each event, as provided by the core team.
- Work as part of the overall venue team to deliver events seamlessly.
- Feedback any issues and suggest changes and new ways of doing things to provide the best possible production for events.
- Observe Health & Safety guidelines.
- Understand event risk assessments and be able to conduct additional checks onsite.
- Leave venues tidy, ready for the next event / day.
- Assist with getting equipment out of the venue / pack down if required.

Essential Qualities / Experience Required

- Experience working on public facing events in a professional capacity.
- Knowledge/experience of technical production for theatre/arts/other events or conferences.
- Good working knowledge of lighting and AV systems and good functional understanding of rigging systems.
- Be confident dealing with high-profile event speakers.
- Excellent organisational skills, with the ability to think and plan.
- Excellent communication skills.

- Attention to detail and good time keeping.
- A common-sense approach to resolving technical issues, the ability to work to tight deadlines whilst staying calm under pressure.
- Able to be physically active i.e. move and set up staging, lighting, sound, screens and other equipment.
- A good understanding of current Health & Safety regulations and procedures.
- Awareness of Equality, Diversity and Inclusion values.
- Be flexible in working hours during the festival.

Desirable

- Experience live streaming events for digital audiences.
- First Aid at Work Certificate.
- DBS Certificate.

Location

You will be working in festival venues around Ilkley, West Yorkshire. You will need to be able to get to and from Ilkley easily, including after events in the evenings (trains run direct to Leeds and Bradford).

To Apply

If you are interested in the role, please complete the application form:

[Freelance Event Delivery Team](#)

[There is no set deadline for this role, we are keen to speak to interested applicants throughout the year.](#)

For further information, please email: recruitment@ilkleylitfest.org.uk

Diversity, Equality & Inclusion

We are committed to developing and retaining a workforce that is representative of the diverse communities that we serve. We're striving to build an inclusive workplace culture where all employees feel valued, and our rich diversity is celebrated by everyone.

We encourage people from all sections of our community to apply for jobs with us. We particularly welcome Black, Asian and Minority Ethnic, disabled and trans applicants because these groups are currently under-represented in our workforce.