

Job Description – Casual House Crew

Employer: **Kings Place Music Foundation**
Date: **July 2018**
Department: **Technical**
Reporting to: **Technical Managers, Head of Technical**

Role Objective:

The role of House Crew is to ensure that KPMF spaces are set-up and presented to the highest standard, concentrating on operational excellence throughout concerts, conferences and events. You will support all areas of the Technical department in the delivery of concerts, artistic events, conferences & corporate events. Working as part of a wider delivery team, our casual staff are the frontline of all our events so professionalism and high level customer service is a prerequisite.

Key Duties:

- Report in to the relevant manager throughout the shift
- Moving staging, seating, instruments and furniture to and from venues, storage areas, cages, loading bay and car park
- Construction of performance specific staging & other event equipment, seating and furniture as per function sheets, stage plans and room set up sheets
- Return all areas to standard post-show, or prepare and set up the venue for the next event
- Maintain and conform to venue policies and procedures
- Work autonomously including out of office hours (early mornings, late evenings and weekends)
- Duty of care to ensure that all setups and installs follow the correct Health & Safety Codes of Practice or relevant legislation and use of the correct PPE
- Routinely report faults or issues to the relevant technical manager
- Assisting all technical areas (Sound, LX, AV, Stage, Broadcast, Maintenance) as required
- Receiving, checking, logging, and organising deliveries & collections on behalf of the venue
- Clean up of stage, event spaces, green room and backstage areas

Requirements:

- Welcoming, friendly and efficient approach, good leadership, customer service, interpersonal and communication skills
 - Relevant industry experience in both artistic performances and corporate events
 - Comfortable with and experience of manual handling and heavy lifting
 - Ability to use initiative and work unsupervised
 - Previous experience in a music environment is desirable
 - Willingness to learn other technical specialities
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