



FACT

Title:	Events & Hires Technician (Freelance)
Hours of Work:	Negotiable, depending upon demand and availability. May entail some evening and weekend work
Fee:	£13 / hour
Reporting to:	FACT Events & Hires Assistant
Application Method:	FACT application form

About FACT

FACT (Foundation for Art and Creative Technology) is the UK's leading organisation for commissioning, exhibiting, promoting and supporting artists' work and innovation in the fields of film, video, and new media. We believe in the ability of individuals and communities to express themselves creatively, and work with international artists to develop exhibitions, increase knowledge about new technologies and their social impact. Housed in the iconic FACT building in the historic Ropewalks area, two galleries, FACT Connects – a public engagement space - and state-of-the-art cinemas invite visitors to experience a range of FACT activities from exhibitions and new forms of broadcasting to training and conferences; and finding new and interactive ways to encourage engagement throughout its programming spaces and in partnership with a broad range of participants and audiences.

About you

You are an experienced and skilled technician, with a good working knowledge of a variety of AV and IT equipment, and a track record of supporting the successful delivery of cultural and commercial events.

You are calm under pressure, able to identify and resolve issues swiftly and with the minimum of fuss.

You are a team player, with excellent interpersonal and customer service skills.

You are passionate about art and creative technology; about FACT; and about Liverpool City Region's cultural and creative sector.

Purpose of post

The primary purpose of the role is to provide technical support for the hire and use of FACT spaces, equipment and other resources, on a flexible basis in line with the needs of the organisation and our customers,

The post will also work collaboratively with teams across the organisation including other internal and external events and hires staff.

Key Responsibilities:

- Provide technical (IT / AV) support to internal and external bookings of FACT spaces including the Screens, The Box, FACTLab, Conference room and Meeting Room, and equipment including projectors, cameras, video, audio and production equipment
- Liaise with internal and external staff and suppliers (e.g. events staff, catering, additional AV suppliers) as required to support planning and delivery of events & hires activity, including risk assessment
- Working closely with the FACT Programme Technician, IT Manager and Events & Hires team, provide assistance for the planning, procurement, set-up and maintenance of FACT AV equipment and infrastructure
- Ensure equipment is kept in good working order and stored correctly after use, reporting any faults and issues immediately to the IT Manager.
- Attend planning and induction meetings and relevant training, and assist in training others where required
- Comply with Health and Safety regulation at all times

Essential Criteria

Essential

- Good understanding and working knowledge of a range of relevant IT, digital media, and AV equipment, technologies and processes, ideally including projection and lighting
- Demonstrable experience of providing effective technical support to events, including seminars, conferences and live performances
- Highly organised and able to plan and work to tight deadlines
- Strong communications and interpersonal skills, including excellent customer service skills and an ability to deal with people of all levels of seniority and background
- A high level of computer literacy including experience of working with Apple Mac systems

Desirable

- Good knowledge and understanding of FACT, our events and hires activity, and our physical / technical infrastructure
- Experience of working in a cinema environment, including use of cinema-class projectors
- Experience of working in the arts sector, commercial creative industries and/or charity sector
- Excellent literacy and numeracy skills

Key Behavioural Competencies

- A positive disposition with the ability able to stay motivated and focused
- The ability to stay calm under pressure
- Exemplary time keeping and reliability
- Flexible, pragmatic, hands-on approach
- Methodical approach to problem-solving