



## **Events Crew Job Description**

---

The Event Crew are key members of the Home Operations Team, being integral to the setting up and striking of equipment used for events, performances and meetings for members of the public and users of BAC. As such its primary roles are to provide the highest standard of presentation of BAC spaces and facilities and have delegated responsibility for the building, audiences and users with the guidance of the Duty Manager, at all times providing the highest standards of customer care.

Responsible to: The Home Manager, Deputy Home Manager, Duty Managers

To work in collaboration with: All BAC staff

Salary: BAC's casual hourly rates will apply

---

### **Main Duties and Responsibilities**

- To assist the Duty Manager in the setting up and clearing of rehearsal and event spaces.
- To ensure that the foyer, performance spaces, toilet facilities and other public areas are clean, tidy and not requiring attention.
- To assist the Duty Manager to maintain Health and Safety standards in all areas.
- To report any areas of concern with regard to Health and Safety, cleanliness of the building or personnel to the Duty Manager. This may be either verbally or by means of an established written system.
- To assist the Duty Manager in keeping noise within the building at a level which will not disturb the performances.
- To deal with customer enquiry's

- As a key member of frontline staff, wear appropriate black clothing (BAC T-shirt will be provided) that will aid audience recognition.
- In collaboration with other staff, be responsible for the implementation and development of BAC's Equal Opportunities Policy.
- Any other duties as may reasonably be requested by the Duty Manager.

### **Terms and conditions**

Contracted shifts are a minimum of 4 hours. Evening and weekend will be required of this post.

## **Events Crew Person Specification**

---

### **Personal Attributes**

Essential:

1. Excellent time management skills and reliability
2. A positive, assertive and flexible approach.
3. Excellent communication skills to all types of people, including feeling comfortable with the public.
4. A customer-focused approach to work, taking into accounts the needs of other people.
5. An ability to work on own initiative and as part of a team.
6. A commitment to the values promoted by BAC's mission.

### **Skills and Experience**

Essential:

1. Must be capable of moving furniture for event set-ups.
2. Some experience of working in a customer-facing environment.
3. PC literacy, especially in Microsoft Office.
4. Strong organisational skills and attention to detail.
5. Good problem-solving skills.

Desirable:

1. Experience of health and safety in a public building/a theatre.
2. Experience of working in the arts sector or in events.
3. Understanding and experience of BAC's programme of work.