

# Role Description

Position	
Role Title	Student Crew
Directorate	Director of Business Development and Communications
Department	Business Development
Pay	<a href="#">Real Living Wage</a>
Hours of Work / FTE	
Contract Type	Student
Reports To	Business Development Manager

## Principal Duties and Responsibilities

1. Assist in loading and unloading equipment from vehicles, and with getting professional kit to and from the stage.
2. Assist with the setup and take down of stage equipment and venue infrastructure, including lighting, audio, backline instruments, barriers, ramps and furniture.
3. Working at height to hang drapes, run cables and focus lighting equipment.

## Key Tasks

- Assist with the setup and take down of stage equipment.
- Move items such as cases, instruments, mic stands, cables, and other stage equipment to and from the backstage area and onstage as needed during setup or breakdown.
- Assist in loading and unloading instruments and equipment before and after performances, ensuring safe handling.
- Maintain the venue's cleanliness, and help clear stage areas of any rubbish, equipment debris, or set pieces after the event to ensure a clean space for load out or the next show.
- Greet and assist touring parties with a friendly, positive attitude, ensuring an excellent experience.

## Common Requirements for all Roles

- Play an active part in delivering key LBSU projects and events as directed.
- Perform other duties, commensurate with the grade and remit of the role.
- Have a commitment to your own and others' development and a willingness to undertake relevant training opportunities.
- Undertake Health and Safety duties and responsibilities appropriate to the post, always considering your own and others' health and safety.
- Work within the framework of the Union's Policies, Articles and Byelaws, ensuring that your work furthers the Union's core values and objectives.
- Act as a role model and create an environment which ensures all employees, visitors and contractors are treated fairly and with respect and professionalism.
- Embed sustainability into your working activities wherever possible.

## Person Specification

<b>KNOWLEDGE &amp; EXPERIENCE</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>• An interest in technical event production and a desire to learn is essential</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Previous experience in the events industry</li> <li>• Previous experience in a role which involved manual handling</li> </ul>
<b>ABILITIES &amp; SKILLS</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills – such as ability to understand and circulate emails with technical information, and an ability to adapt verbal communication to suit different venue stakeholders such as events promoters, tour managers and venue reps.</li> <li>• Ability to adapt in unexpected situations to ensure an event is delivered on time and in a safe manner.</li> <li>• Excellent time management skills.</li> <li>• Excellent self-motivation skills.</li> <li>• Ability to lift heavy equipment, and work on your feet throughout long shifts.</li> </ul>
<b>VALUES &amp; BEHAVIOURS</b>	<ul style="list-style-type: none"> <li>• A flexible, positive, and solution-focused attitude</li> <li>• Commitment to Leeds Beckett Students' Union's Mission, Vision and Values</li> <li>• Commitment to working as a proactive member of a team</li> <li>• Respect for the principles of client confidentiality</li> <li>• Commitment to the creation of an environment that promotes equality of opportunity whilst recognising and valuing diversity</li> <li>• Commitment to excellent standards of customer care</li> </ul>

	<ul style="list-style-type: none"><li>• Commitment to work in a student-led, democratic environment</li></ul>
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