



## **JOB DESCRIPTION**

**Title:** Senior Technician – Sound, Video and Broadcast  
(Systems bias)

**Reports to:** Sound, Video and Broadcast Manager  
Additionally reporting to the Assistant Managers

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### **Overall Purpose of the Job:**

To be responsible for the administration, servicing and maintenance of building-wide Sound Video and Broadcast (SVB) systems and infrastructure.

To plan and implement preventive maintenance and servicing of SVB systems and play an active role in the testing and repair of SVB equipment.

To be responsible for the management of SVB workshop, facilities and stores to ensure that they are well maintained and appropriately equipped for the needs of the department.

To collaborate with SVB managers and the other teams across the Royal Ballet & Opera (RBO) to ensure that the operational needs of the department are scheduled and carried out efficiently and safely while maintaining the highest standards. Working alongside the SVB Manager, you will assist and provide input for long-term department strategic planning to manage the development and improvement of the department's technical systems.

### **Main Responsibilities:**

#### *Day to day technical operations*

- Manage and maintain the efficient and safe running of all centralised SVB systems including building-wide 2-way radio comms, production-based comms, paging, MATV and audio/video show relay.
- Support and administer the SVB IP network, and all RBO radio frequencies.

- Accurate record keeping of operation, installation, configuration and safety of SVB centralised systems, including administering asset management for the department.
- Manage the day-to-day operation, co-ordination, servicing and repairs of all SVB technical resources ensuring compliance with safety and electrical regulations, including the smooth running of deliveries and repair returns, making sure that workshop and stores are tidy, organised and well equipped, and annual maintenance is correctly resourced.
- Manage the servicing and repairs of access and tour guide systems, foyer paging and music system, and surtitle equipment
- Administrate and service building-wide SPL measurement systems.
- Assist in the installation and commissioning of equipment, systems or network upgrades, and review any changes to SVB systems. Attend the RBO Change Advisory Board.
- Advise on production needs and where needed design, procure and prepare SVB equipment.

#### *Health and Safety*

- Take personal responsibility for the safety of self and others
- Promote a positive approach to Health & Safety and safe working practices at all times.
- Assist in creating risk assessments and method statements and follow existing and approved risk assessments and method statements.
- Undertake Health and Safety and any other training as identified by line managers and as required of the post, which may include but is not limited to Electrical Safety in line with BS7909/7671.
- Ensure that any near miss, incident or accident is reported in accordance with RBO policy.
- Work with colleagues to maintain a clean, efficient, well-organised and safe physical working environment, ensuring all areas are kept in a clean and tidy manner.

#### *Communication and Relationships*

- Assist in building an effective team by taking individual responsibility for attendance, quality of work, motivation and discipline, and providing support for other team members.
- Treat people with respect and maintain good working relationships
- Coordinate work with others, sharing relevant information, ideas and resources, and demonstrate a disciplined approach to work
- Maintain high standards under pressure and carry out tasks without detailed supervision
- Develop positive working relationships with colleagues across Technical, Production and Costume, the Performing Companies and the wider organisation.

#### *Leadership*

- Where required, supervise the work of Technicians and Casual Technicians, reporting any concerns regarding attendance, conduct or performance promptly to line managers.
- Carry out induction and training of staff to the required standard where required.
- Support a culture of information sharing, collaborative working and team working.

#### *Continuous Improvement*

- Keep in touch with best practice as relevant to the role and emerging technologies, including relevance to the sustainability aims and goals of the RBO.

- Manage own learning and continuous professional development relevant to the role; undertake any study or qualifications as required.
- Contribute to a culture of innovation and continuous improvement.

*Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.*

## PERSON SPECIFICATION

### *Skills and Experience*

- An excellent track record in Sound and Video systems management for professional Entertainment venues.
- Experience of asset and maintenance management.
- Thorough understanding and experiences of administering media-based IP Networks.
- Accredited training to current standards in Electrical and Electronic Engineering, in line with BS7909/7671.
- Thorough understanding of current SVB equipment and systems
- Ability to assess production needs for SVB requirements and identify and recommend any developments to existing systems or equipment
- Proficient user of software pertinent to the role.

### *People Skills*

- Strong communication skills
- Team player with a collaborative approach to working.
- Ability to work unsupervised and show initiative in dealing with day-to-day problems.
- Willingness to learn new skills and help train others.

### *Job Requirements*

- Strong awareness of and adherence to Health and Safety policy and best practice
- Compliance with discrimination legislation and Equal Opportunities principles
- Flexibility to work varied hours including travel and work at other locations on RBO business if required.
- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment.
- Commitment to understanding and upholding the charitable aims of the Royal Ballet and Opera – securing the future of ballet, opera and music, ensuring broad access to the artforms and reaching communities via our learning and participation programmes.

