



Nantwich Town Council Hall's Supervisor / Technician – Job Description

JOB TITLE: Halls Supervisor / Technician

GRADE: 5/6 £20,043 - £24,920 PA

REPORTS TO: Nantwich Civic Hall's Assistant Manager

JOB PURPOSE: To manage the smooth operation of the facilities during the shift pattern and ensure that an effective and efficient service is always given to the public.

PRINCIPAL RESPONSIBILITIES

1. Duty manage the venue on a scheduled basis. You will also be the venue's technician and will be required to maintain the halls technical equipment, and operate both the sound and lighting desks for gigs and functions.
2. Oversee cash handling and other income collection procedures; to ensure all staff and service points fully comply with the Council's financial regulations, including banking and reconciliation reports.
3. To set up the function rooms ready for the daily and varied programme of events. Assisting the cleaning team to ensure the hall is ready for the incoming event.
4. Liaise with all hires to discuss their requirements relaying information back to the assistant manager so appropriate staffing cover etc can be arranged.
5. To assist the Civic Hall Assistant Manager with bar and kitchen stock takes.
6. To assist the team serving on the bar and in the kitchen as and when required.
7. To provide technical support for town centre events such as the Christmas lights switch on.
8. Assist in the operation of the Civic Hall, Market Hall and the coordination of outdoor events in any way consistent with the responsibilities of the post.
9. Maintain a stock of technical equipment for all sites.
10. Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy, the job holder will undertake such work as may be determined by the Facilities Manager from time to time, up to or at a level consistent with the principal responsibilities of the job and in any location within Nantwich.