# **PERSON SPECIFICATION: Performance Venues Officer POST REFERENCE:**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | Level 3 or equivalent in Arts, Culture or Performance Venue related qualification (F) | Degree in Arts, Culture, Performance or equivalent (F)  IOSH in managing safely (F)  Personal licence holder (bar licence) (F)  SIA Door Supervisor Level 2 (F)  NVQ Level 5 in Customer Services (F)  First Aid qualification (F) |
| * **Work or other relevant experience** | Demonstrable experience of working in theatre and performance venue management (F) (I)  Recent management experience (F) (I)  Experience of operating a performance venue in a commercial way (F) (I)  Demonstrable experience of partnership working (F) (I)  Demonstrable experience of duty management in a theatre or public entertainment context (F) (I) | Track record of managing and developing bars and of income generation in a cultural setting (F) (I)  An awareness of technical terminology used in order to problem solve if required.  Knowledge of technical issues impinging on running a theatre and performance venue (F) (I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | |
| * **Skills, abilities, knowledge and competencies** | Knowledge and understanding of relevant Health and Safety, licensing and contractual legislation/issues (F) (I)  A high demonstrable degree of accomplishment at delivering customer service (F) (I)  IT literate (F) (I)  Knowledge and understanding of public security and public order issues (F) (I)  Able to communicate effectively in written and oral form (F) (I)  Effective interpersonal skills (F) (I)  Leadership skills (F) (I)  Experience of planning and organising work programmes (F) (I) | tieodeo  Analytical and problem solving skills (F) (I) | |
| * + **General competencies** | Able to travel independently (F) (I)  A demonstrable commitment to cultural diversity, arts development and audience development (F) (I) | An understanding of various types of equipment used in mounting events/performances to assist in meetings with customers and securing performance bookings (F) (I) | |
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**On-going Training Requirements**

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

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| **Mandatory/Essential Training** | **Frequency** |
| Health and Safety  Counter-Terrorism  L2 Door Supervisor  Licensing | Continual  In line with legislation and change in security need  Refresher training when required  In line with legislation changes |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.