



JOB DESCRIPTION

Job Title: Store Assistant

Department: Data & Business Technology

Responsible to: Equipment Supervisor

About the Roundhouse:

The Roundhouse is a hub of inspiration where artists and emerging talent create extraordinary work and where young people can grow creatively as individuals. We do this because we believe creativity gives us freedom, hope and has the power to transform. Alongside this we are one of the most incredible live performance spaces in the world where the biggest names in music, theatre, circus and spoken word take to the stage every day.

The Roundhouse's Vision:

Our vision is to be a hub of outstanding performance and learning powered by great artists and young people.

MAIN PURPOSE OF POSITION

To work in the Equipment Store in Paul Hamlyn Roundhouse Studios, being responsible for the issue and return of equipment, advising on appropriate use and conducting or facilitating repairs.

DUTIES AND RESPONSIBILITIES

- To issue equipment (and ensure its return), ensuring that it is in good repair and fit for purpose, keeping appropriate records
- To contribute to the successful management of the equipment inventory, ensuring that sufficient equipment is available to service advance bookings
- To setup and strike equipment as required
- To troubleshoot and fault find equipment and equipment setups
- To conduct minor repairs and equipment testing, and to send equipment off for repair in a timely fashion such as to minimise down time
- To issue room access passes and monitor room access and use, reporting back as required by the Visitor Services and Youth Policy teams
- To manage Studios Network user accounts and access
- To maximise access to, and use of, equipment across the organisation
- To advise young people and tutors using the PHRS facility on the appropriate use of equipment and the potential uses of equipment and facilities in order to enable them to realise their creative potential
- To be committed to putting young people at the heart of everything we do
- To undertake any other reasonable duties, commensurate with the level of the post so as to ensure the smooth running of the Roundhouse.

REVIEW ARRANGEMENTS

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. Consequently, this information will be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes

PERSON SPECIFICATION

Essential

- An understanding of the use of professional audio / video equipment such as PA systems, mixing desks, backline and musical instruments such as guitars, keyboards and drum kits
- Proven ability to stay calm under pressure and proactively solve problems
- Strong organisational and administrative skills
- Excellent communication skills - verbal and written - and interest in communicating with people at varying levels, especially young people between the ages of 11 – 25
- Numerate and IT-confident

Desirable

- Experience of working in a professional studio environment
- Experience as a musician, video editor, graphic designer or similar
- Knowledge and experience of one or more professional creative software solutions, such as Logic Pro, Final Cut Pro, Pro Tools, Adobe Creative Suite, Myriad

Conditions

Contract:	Permanent
Hours:	20 hours per week on a rota basis. The post will involve working some unsocial hours.
Annual Leave:	The annual leave year runs from April to March and you will be entitled to 25 days pro rata per annum plus bank holidays.
Notice Period:	1 month