


7. **To Receive Details of Present Staff and Grades (attached)**  
To receive and note the present staffing establishment and grades
8. **To Receive an Update on Staffing**  
To receive an update on recent staffing changes.
9. **Confidential Issues Raised by Staff**  
To consider responses to any confidential issues raised by staff
10. **To Agree The Basis for the Annual Review of the Town Clerk's Salary (attached)**  
To agree the timescale for the Annual Review, and the criteria to be satisfied in terms of progression

11. Closure

  
Gordon Mussett  
Town Clerk

6<sup>th</sup> October 2009

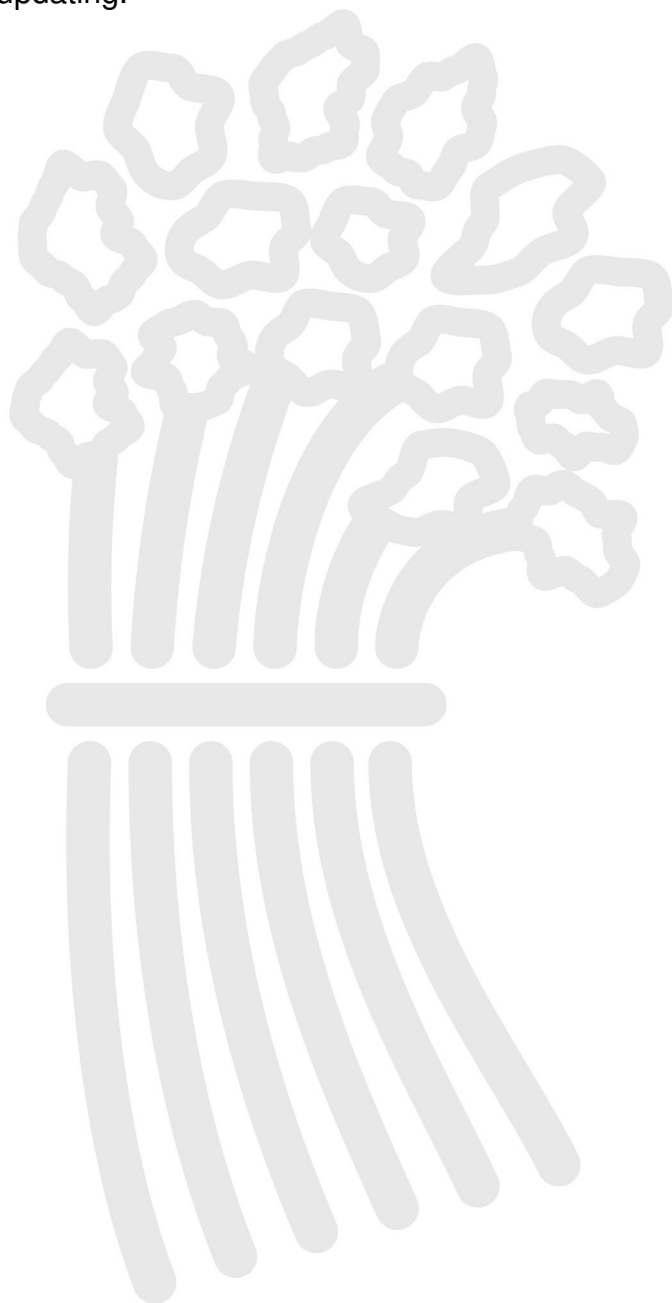


## **Job Descriptions**

St Edmundsbury Borough Council drew some of the attached Job Descriptions up during their time of operation of the venue and before their single status job evaluation review of 2004. Therefore the gradings shown may not reflect the post-review grades. Similarly with Town Council posts established prior to 2004. Please refer to the supporting documents for details of current gradings. No Job Descriptions exist for posts originally part of Abbey Leisure Catering.

All Town Council posts have been evaluated, either by St Edmundsbury Borough Council prior to transfer, or by comparison with similar Borough posts since transfer. The Town Clerk position is subject to separate national evaluation criteria.

In considering advertising any posts the Job Descriptions will need reviewing and updating.



## **HAVERHILL TOWN COUNCIL**

### **TOWN CLERK**

#### **JOB DESCRIPTION**

##### **JOB PURPOSE**

- Carry out all the statutory functions of a local authority Proper Officer
- To be the designated Responsible Finance Officer for the Council
- Ensure that the instructions of the Council are carried out
- Advise Council on, and assist in, the formulation of policies
- Effective management of Council resources and staff
- Effective administration of the Council's finances
- To be the designated Health and Safety Officer
- To undertake the duties of Clerk to the Town Hall Charity
- To act as Director to Trading Companies of the Town Hall Charity
- To be Designated Premises Supervisor for areas and premises licensed by the Council under the Licensing Act 2003

##### **PRINCIPAL DUTIES**

1. To ensure that statutory and other provisions affecting the running of the Council are observed.
2. To prepare agendas for meetings of the Council and its committees, attend such meetings, prepare minutes for approval and implement decisions.
3. To be proactive in bringing relevant current issues to the attention of Council and to produce proposals for ways forward, including options and likely effects.
4. To monitor policies of the Council and report where agreed objectives are not being met, with a recommended course of action.
5. To provide a query response / research service to Members of the Council.

6. To receive and deal with correspondence / communications on behalf of the Council. To issue correspondence in accordance with Council policies.
7. To prepare, in consultation with the Mayor, press releases about the activities or decisions of the Council.
8. To represent the Council on outside bodies / projects.
9. To be the designated Responsible Finance Officer for the Council
9. To present annual draft budget to Council to enable the setting of the precept.
10. To control income and expenditure and ensure that the Council's accounts are balanced and prepared for audit purposes in accordance with the Council's financial regulations.
11. To ensure that end of year tax returns are submitted for the Council and VAT reclaimed.
12. To ensure that the Council's obligations to insure are properly met.
13. To oversee Mayoral matters in conjunction with Mayor's Secretary.
14. To supervise and manage members of staff of the Council in accordance with the policies of the Council.
15. To ensure payment of staff salaries.
16. To attend training courses / conferences as required by the Council.
17. To control building / property maintenance issues of Council Property.
18. To undertake the duties of Clerk to the Town Hall Charity
19. To act as Director to Trading Companies of the Town Hall Charity
20. To be Designated Premises Supervisor for all areas licensed by the Council under the Licensing Act 2003.

## **HAVERHILL TOWN COUNCIL**

### **TOWN CLERK**

#### **PERSON SPECIFICATION**

##### **ESSENTIAL CRITERIA**

- High level of written and oral communication skills
- Good numeracy skills
- Understanding of budgets
- Good organisational skills
- Staff management skills
- Analytical skills
- Computer literate
- Proactive style
- Ability to deal with matters in strictest confidence and with political sensitivity
- Good team worker / Customer care skills
- Ability to attend evening meetings
- Willingness to undertake job related training

##### **DESIRABLE CRITERIA**

- Previous clerking experience
- Knowledge of local government law and administration
- Book keeping and audit preparation skills
- Payroll and tax skills / experience
- Own transport (to attend meetings outside Haverhill)
- Degree

- Management / Personnel Qualifications
- Membership of appropriate professional body
- Accountancy qualification



## **Job Description**

### **Arts & Leisure Manager**

#### **Purpose of Job**

To develop and implement a comprehensive, balanced programme of events and activities as outlined in the Town Council Leisure Policy.

To prepare and manage budgets.

To manage Town Council Leisure staff and supervise contract staff.

To prepare reports and write funding bids.

#### **Key Responsibilities & Activities**

Planning on an annual basis a comprehensive programme of Arts and Leisure activities and events covering all sectors of the Town and its residents.

Negotiating contracts with artistes and their agents.

Preparing publicity and marketing strategies for forthcoming events, including writing Press Releases and preparing copy.

Preparing the Arts & Leisure budgets, and managing those budgets.

Managing the annual Haverhill Festival.

Developing partnerships with other local authorities, arts/leisure agencies and funding bodies.

Preparing Committee reports and attending Committee meetings.

Writing bids for external funding.

Researching developing arts and leisure trends, and methods of delivery.

Researching and developing funding and sponsorship opportunities.

Representing the Town Council on appropriate local and national bodies.

Liaising with local groups and organisations.

Dealing with general enquiries from members of the public.



## **Specific Responsibilities**

### **Staff**

#### **Permanent**

Leisure & Publicity Assistant

#### **Casual**

Events Assistant

### **Financial Matters**

Preparing and managing budgets

Cash handling

### **Technical Areas**

Knowledge of Public Entertainment Licence conditions

Knowledge of Event technical requirements

### **Other Areas**

Knowledge of marketing and publicity

### **Contacts**

#### **Internal**

All Town Councillors

All staff of the Town Council

#### **External**

Representatives of external bodies

Borough Council Officers

General Public.

Suppliers and their representatives

Artists and their Agents

## **Features Requiring Creativity, Innovation or Decision Making**

Customer care

Time and resource management

Planning an Arts and Leisure Programme

Marketing and Publicity

Bid Preparation and writing

## **Working Conditions**

No smoking work area

Evening attendance at Committee

Evening/weekend attendance at events

## **Job Description**

### **Assistant Town Clerk**

#### **Purpose of Job**

To take responsibility, under the delegation of the Town Clerk, for general administration, financial accounting, and clerical support.

To maintain the Mayor's appointments and meetings diary and to provide secretarial assistance to the Mayor.

To clerk the Planning Committee including preparation of Agenda and Minutes.

#### **Key Responsibilities & Activities**

Processing payments and receipts on the accounting software, including producing reports and statements.

Processing invoices for payment, including preparing cheque lists.

Processing, recording and booking all Mayoral appointments, including liaison with external bodies.

Maintaining an efficient and effective filing system including all incoming and outgoing correspondence, inventories, reports and other operational information.

Ensuring Agenda and Minutes are prepared and circulated as necessary for Planning Committee meetings.

Attending and clerking Planning Committee meetings.

Dealing with general enquiries from members of the public.

Maintaining stocks of stationery and consumables as required by the Town Clerk.

Providing administrative and secretarial support to the Town Clerk and Leisure Manager.

Maintain the Council Offices Petty Cash float.

## **Specific Responsibilities**

### **Staff**

None

### **Financial Matters**

Cash handling/accounting

### **Technical Areas**

None

### **Other Areas**

Knowledge of legislation in respect of Local Council meetings.

## **Contacts**

### **Internal**

All Town Councillors

All staff of the Town Council

### **External**

Representatives of external bodies

Borough Council Officers

General Public.

Suppliers and their representatives

## **Features Requiring Creativity, Innovation or Decision Making**

Customer care

Time and resource management

Advising on legislative matters at Committee

### **Working Conditions**

No smoking work area

Evening attendance at Committee

**JOB TITLE:** Technical Officer

**CONTRACT:**

**SALARY / GRADE:** .

**RESPONSIBLE TO:** Arts & Leisure Manager

**RESPONSIBLE FOR:** Casual staff and volunteers.

**HOURS OF DUTY:** 148 hours every 4 week period (average 37 hours per week)

**SPECIAL CONDITIONS:** Some unsociable hours, some heavy lifting and some working at heights.

**EXPERIENCE & QUALIFICATIONS REQUIRED:**

At least 2 years relevant experience OR  
Recognised sound engineering, theatre lighting, technical qualifications relevant to the position

A willingness to undertake further professional training.  
(See enclosed person specification)

**PURPOSE & OBJECT OF THE JOB:**

To have overall responsibility for Haverhill Arts Centre's technical facilities.

To provide technical support for all Haverhill Town Council organised activities.

To provide assistance to Arts Centre users.

To be responsible for Health & Safety.

**QUALITIES REQUIRED:** Enthusiasm for working in a Creative Organisation.  
Team Worker.  
Sense of humour.

**Principal Duties**

1. To manage the safe and effective use of all Haverhill Arts Centre technical facilities, including staging, tiered seating, PA system, stage lighting, emergency lighting, house lighting and oversee any servicing.
2. To set up, operate and strike technical equipment at Haverhill Arts Centre events and elsewhere.

3. To be responsible for preparation of spaces and venues for theatre shows, musical events, arts performances, workshops, rehearsals, meetings and other activities as necessary.
4. To generally maintain and service Arts Centre equipment.
5. To be responsible for improvements, replacements and additions to technical facilities and for maintaining an inventory of assets.
6. To contract for and work with external technical contractors as necessary.
7. To oversee the Arts Centre projectionists.
8. To assist, encourage and supervise Arts Centre users.
9. Conduct testing of fire alarm and emergency lighting systems in accordance with policy and statutory requirements.

### **Secondary Duties**

1. To act as Duty Manager on a regular basis.
2. To provide support for in-house groups, arts groups and practitioners including lighting and sound design.
3. With the Centre Manager, arrange inspections required for the renewal of PEL and Theatre Licences and ensure relevant work is undertaken to a given schedule.
4. To administer the hire of technical equipment.
5. To act as Arts Centre Projectionist on an occasional basis.

### **General Duties**

1. To attend design, production, management, Town Council and other meetings as required.
2. To supervise any freelance, student casual or volunteer staff as necessary.

### **Other**

1. To keep up to date with developments in sound and lighting practice and technology.
2. To represent the Town Council to external bodies and organisations as required.
3. Adherence to Town Council's Health & Safety Policy and Equal Opportunities Policy.
4. To undertake any other duties as may from time to time be reasonably requested by the Town Council.

## PERSON SPECIFICATION

### JOB TITLE                      TECHNICAL OFFICER

In their application, candidates for the post of Technician should be able to demonstrate the following:

#### **Qualifications and Experience:**

##### ***Essential:***

- At least two year's relevant experience

##### **OR**

- Recognised qualification in any relevant practical training course, i.e.  
technical theatre/stage management course  
sound engineering/lighting course

#### **Skills & Abilities**

##### ***Essential:***

- Familiarity with computerised lighting control systems
- Familiarity with rigging and focussing lighting rigs
- Familiarity with rigging and using sound playback systems
- Ability to work under pressure with flexibility to adapt to varying workloads
- Ability to get on with people at all levels and work well within a team
- Effective communication skills including the ability to communicate verbally and in writing with young people, staff, artists and projects partners.
- Knowledge of responsibilities under Health & Safety legislation
- Enthusiasm for working in a creative organisation
- Commitment to Equal Opportunities practice
- Enthusiasm and commitment to working in a creative environment.

##### ***Desirable***

- Possession of appropriate electrical qualification
- Familiarity in mixing live amplified sound events
- Familiarity with using digital technology for sound and visual effects.
- Familiarity with film projection and operation of film equipment.
- Familiarity with AV and video equipment
- Familiarity in the safe use of systems for scenery, settings, props and equipment
- Familiarity with the safe working practices associated with fitting up and striking of sets and properties
- Ability to maintain portable electrical appliances.
- First Aid Qualification

## **Job Description**

### **Assistant to Technical Officer**

#### **Purpose of Job**

To provide support to and deputise for the Technical Officer

To assist with the staging of Arts and Leisure Events within Haverhill Arts Centre and at other sites within Haverhill.

To act as Cinema Projectionist at Haverhill Arts Centre

To act as Duty Officer at Haverhill Arts Centre.

To assist with the publicity and marketing of Arts and Leisure Events.

#### **Key Responsibilities & Activities**

- To rig and focus and operate lighting, sound and Audio Visual equipment as required
- To help ascertain the requirements of the users of the Arts Centre and to ensure that the space is suitably prepared.
- In conjunction with the Technical Officer, to undertake seating turnarounds and to get in, fit up and get out sets and props as required.
- To undertake lighting and sound design as required.
- To assist with set and props as required.
- To act as Cinema Projectionist
- To over see any casual or visiting staff working in space.
- To be available for production meetings, rehearsals, technical rehearsals, get-ins, get-outs and performances as required.
- In conjunction with the Technical Officer to ensure that all equipment is properly maintained and to keep good records there of.
- To ensure the space and its storage areas are kept in a clean, tidy and organised state at all times.
- To act as Duty Officer as required
- To assist with the publicity and marketing of Arts and Leisure Events
- To ensure that activities comply with Health and Safety practices and to notify the Town Clerk of any Health and Safety issues that arise.

## **Specific Responsibilities**

### **Staff**

None

### **Financial Matters**

None

### **Technical Areas**

Tidiness of Projection Room and spaces including storage areas

### **Other Areas**

## **Contacts**

### **Internal**

All Town Councillors

All staff of the Town Council

### **External**

Representatives of external bodies

Borough Council Officers

General Public.

## **Features Requiring Creativity, Innovation or Decision Making**

Customer care

Time and resource management

## **Working Conditions**

Please note that Haverhill Town Council actively promotes a non-smoking working environment by enforcing smoking bans in all buildings it occupies.

Regular evening and weekend work



## **Person Specification**

### **Assistant to Technical Officer**

<b>Essential</b>	<b>Desirable</b>	<b>How Tested</b>
<b><i>Qualifications</i></b>		
Good standard of written English to GCSE or equivalent level		Application form/interview
Good standard of Maths to GCSE or equivalent level		Application form
<b><i>Experience</i></b>		
Direct experience of lighting, sound and Audio Visual rigging and operation	Training in Technical Theatre. Experience of lighting desk programming	Application form/interview
Health & Safety awareness/training	Trained in use of ladders and working at heights. FAAW Certificate	Application form/interview
Customer-focussed experience	Customer Care NVQ2 level or equivalent	Application form/interview
<b><i>Special Aptitudes</i></b>		
Able to demonstrate mobility within Town	Access to transport	Interview
Ability to work evenings or weekends		Interview
Ability to work as part of a team	Previous experience of office work	Application form/interview



#### **JOB DESCRIPTION**

**JOB TITLE:** **MARKETING OFFICER**

**CONTRACT:** Permanent full time contract

**SALARY / GRADE:** [REDACTED]

**RESPONSIBLE TO:** Arts & Leisure Manager

**RESPONSIBLE FOR:** Casual staff and volunteers

**HOURS OF DUTY:** 37 hours per week

**SPECIAL CONDITIONS:** Some unsociable hours

#### **EXPERIENCE & QUALIFICATIONS REQUIRED:**

Educated to Degree Level  
At least 2 years relevant experience

A willingness to undertake further professional training  
(See enclosed person specification)

#### **PURPOSE & OBJECT OF THE JOB:**

To have overall responsibility for marketing and publicity initiatives at Haverhill Arts Centre

To provide marketing support for all Haverhill Town Council organised activities

To ensure the effective delivery of marketing activities and the creation and implementation of appropriate audience development strategies to raise the profile of Haverhill Arts Centre and Haverhill Town Council

**QUALITIES REQUIRED:** Enthusiasm for working in a Creative Organisation  
Team Worker  
Sense of humour

### **Principal Duties**

1. To maintain an up to date working knowledge of all aspects of the computerised Box Office System (Databox) and ensure the continuous development and input of data and information relating to the sale of tickets in accordance with Data Protection guidelines
2. To co-ordinate and facilitate all print and publicity generated by Haverhill Arts Centre (and other Town Council Arts & Leisure projects) – including marketing and press materials, publications, reports and forms as appropriate
3. To liaise with the management of visiting companies and artistes ensuring that all marketing and publicity materials are received or generated in a timely manner, that they are appropriately and effectively disseminated and that press and public relations activity is co-ordinated in a well organised manner
4. To be proactive with the media in promoting events and developing the profile of the Arts Centre and all associated initiatives and activities
5. To be responsible for managing and monitoring the marketing budget
6. To further develop the Arts Centre Marketing Development Plan and to monitor and report on the progress of the plan within agreed budgets and timescales
7. To develop and maintain websites
8. To plan and supervise all direct marketing activities
9. To ensure internal leaflet displays, poster sites and other related media are maintained, current and relevant
10. To liaise with schools, educational establishments and community organisations to further develop the Education and Outreach Development Plan
11. To oversee publication of The Haverhill Directory
12. To market and publicise Haverhill Town Council
13. To support the Arts & Leisure Manager on relevant aspects of Haverhill Town Council events and Festivals

### **Secondary Duties**

1. To act as Duty Manager as required
2. To provide marketing support for local in-house groups, arts groups and arts practitioners
3. To seek sponsorship opportunities

### **General Duties**

1. To attend design, production, management, Town Council and other meetings as required
2. To supervise any freelance, student, casual or volunteer staff as necessary

### **Other**

1. To keep up to date with developments in marketing practice
2. Adherence to Town Council's Health & Safety Policy and Equal Opportunities Policy
3. To undertake any other duties as may from time to time be reasonably requested by the Town Council



## **PERSON SPECIFICATION**

### **JOB TITLE                      MARKETING OFFICER**

In their application, candidates for the post of Marketing Officer should be able to demonstrate the following:

#### **Qualifications and Experience:**

##### ***Essential:***

- At least two year's relevant experience, preferably within an arts environment
- Experience of dealing with staff at a supervisory level
- Able to demonstrate an understanding of administrative procedures
- Must be literate and numerate and have previous experience of working with IT (Microsoft Office) with a working knowledge of publishing software

#### **Skills, Aptitudes & Abilities**

##### ***Essential:***

- Computerised systems and applications, including the development and use of customer database and preparation of reports
- Developing and implementing audience development initiatives
- Effective use of software programmes including publishing and spreadsheets
- Ability to work under pressure in a busy environment with close attention to detail
- Ability to get on with people at all levels and work well within a team
- Effective communication skills including the ability to communicate verbally and in writing with the media, colleagues, artists and project partners
- Experience of buying and managing print, copywriting and creating design briefs
- Enthusiasm for working in a creative organisation
- Ability to work under pressure, be flexible, self motivated and able to use own initiative to solve problems
- Ability to work flexible hours as required
- Ability to undertake travel locally as required
- Commitment to Equal Opportunities practice

##### ***Desirable***

- Working knowledge of computerised ticketing systems (including Databox)
- Possession of appropriate marketing qualification
- Knowledge of Quark / Photoshop and ability to edit and maintain websites
- Knowledge of current and relevant legislation such as Data Protection Act, Disability Discrimination Act etc
- Creative and Innovative approach to working in arts communication
- First Aid Qualification



## **Job Description**

### **EVENTS OFFICER**

#### **PURPOSE OF JOB**

To provide for event management at Haverhill Arts Centre

To provide support to the Technical Team

To act as relief projectionist at Haverhill Arts Centre

To assist with the staging of arts and leisure events within Haverhill Arts Centre and at other sites within Haverhill

To assist with the publicity and marketing of Arts & Leisure Events

#### **KEY RESPONSIBILITIES AND ACTIVITIES**

Being responsible for the security of premises, staff and users of the Arts Centre ensuring safety of the public and adherence to Licensing regulations.

Having a working knowledge of all technical facilities and equipment and operating systems as necessary.

In conjunction with the Technical Officer, to undertake seating turnarounds and to get in, fit up, prepare technical equipment, sets and props as required.

To help ascertain the requirements of the users of the Arts Centre and to ensure that the space is suitably prepared.

To act as cinema projectionist.

To ensure that the space and its storage areas are kept in a clean, tidy and organised state at all times.

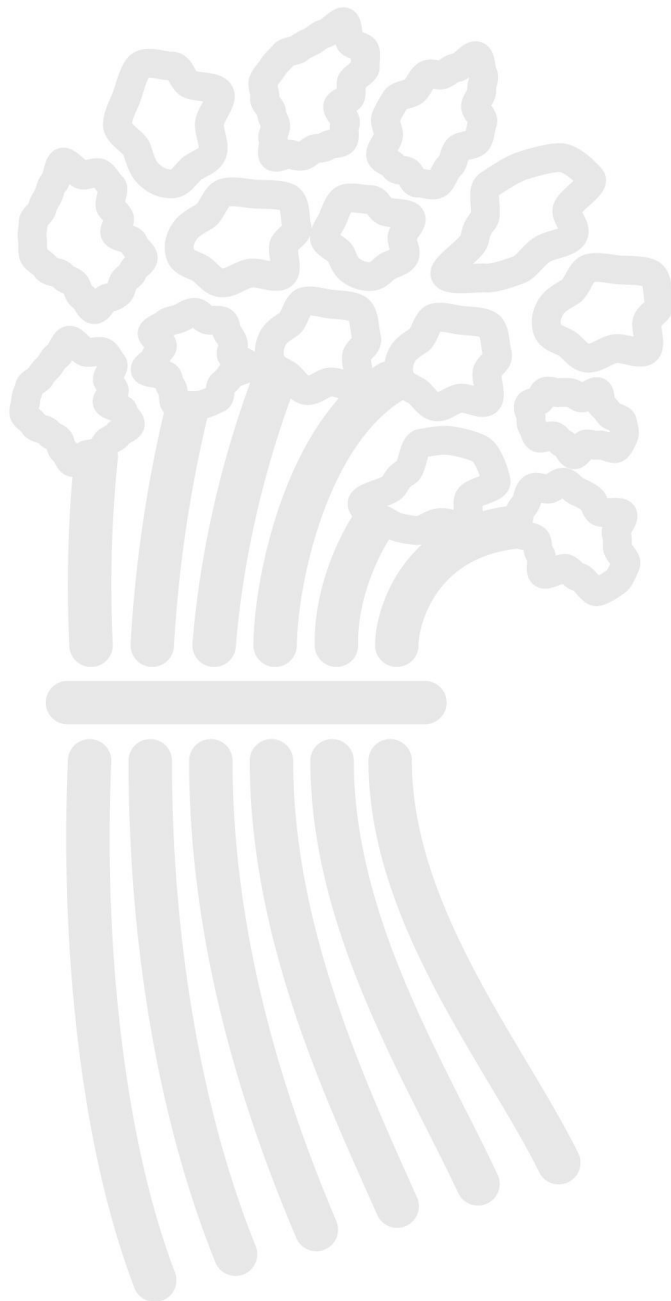
Being a key holder and on an out-of-hours call list.

To assist with publicity and marketing of Arts & Leisure Events.



To ensure that activities comply with Health & Safety practices and to notify the Town Clerk of any Health and Safety issues that arise.

Carrying out other duties as required



## **SPECIFIC RESPONSIBILITIES**

### **Staff**

Box Office Assistants and Ushers

### **Financial Matters**

None

### **Technical Areas**

Operation of technical equipment as required

Tidiness of Projection Room and spaces including storage areas

## **Contacts**

### **Internal**

All staff of the Town Council

All Town Councillors

### **External**

General Public

Representatives of external bodies

Borough Council Officers

## **Features requiring Creativity, Innovation or Decision Making**

Customer Care

Time and resource Management

## **Working Conditions**

Regular evening and weekend work

Haverhill Town Council actively promotes a non-smoking working environment by enforcing smoking bans in all buildings that it occupies



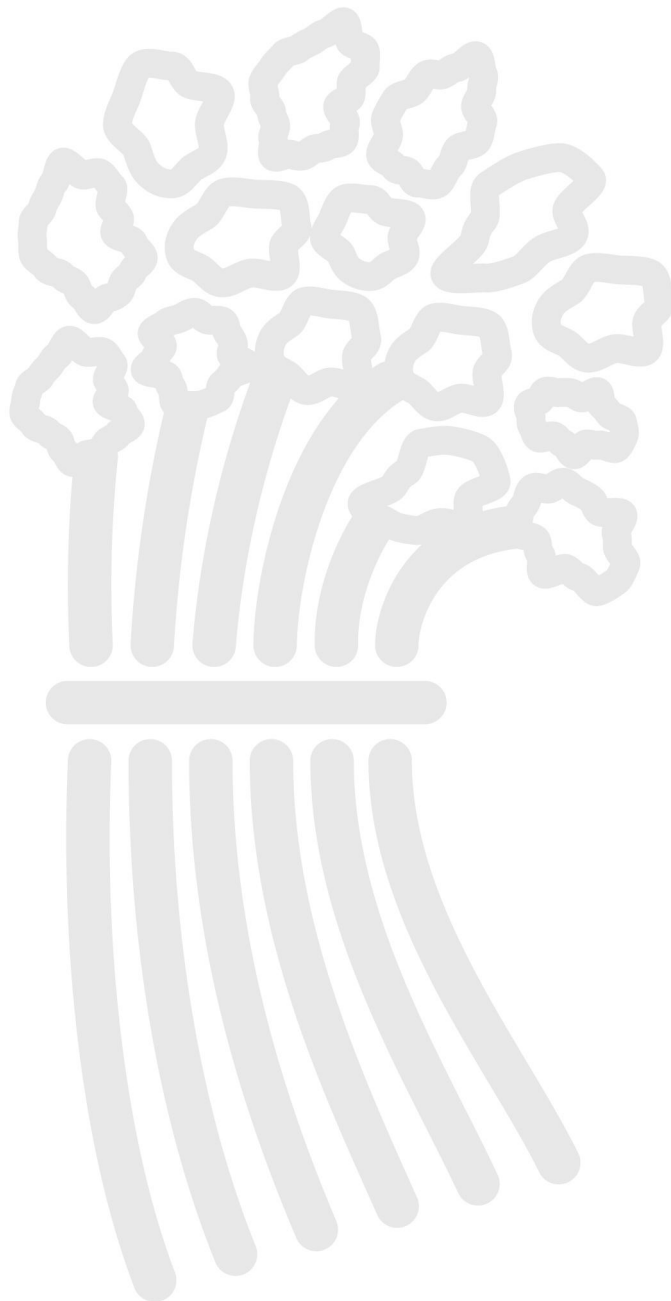
## Person Specification

### EVENTS OFFICER

Essential	Desirable	How Tested
<b>Qualifications</b>		
Good standard of written English to GCSE or equivalent level		Application form/ Interview
Good standard of Maths to GCSE or equivalent level		Application form
	BIIAB Level 2 National Certificate for Personal Licence Holders	Application form
<b>Experience</b>		
Experience of working in a customer care environment	Event Management in theatre or similar environment	Application form/ Interview
Health & Safety awareness/ training		Application form/ Interview
	Practical experience of Technical Theatre	Application form
<b>Personal Qualities</b>		
Bright, confident and friendly		Interview
Good sense of humour		Interview
Ability to operate effectively within a small team and when working alone		Application Form / Interview



<b>Special Aptitudes</b>		
Able to demonstrate mobility within Town	Access to transport	Interview
Ability to work evenings and weekends		Interview



## **Job Description**

### **Arts Centre Assistant - Usher**

#### **Purpose of Job**

To check tickets on admission to events and shows.

To answer simple queries about forthcoming events.

To ensure the good orderliness of the audience.

To assist in seating customers and evacuating the auditorium.

#### **Key Responsibilities & Activities**

Checking ticket on admission, including helping customers find their seats..

Dealing with general enquiries from members of the public regarding forthcoming events.

Dealing with general enquiries from the public regarding location of toilets, bar, etc.

Being present in the auditorium throughout shows to ensure the audience behaviour is appropriate.

Clearing up and picking up litter after an event.

Assisting with emergency evacuations of the premises.

#### **Specific Responsibilities**

#### **Staff**

None

#### **Financial Matters**

None

#### **Technical Areas**

None

#### **Other Areas**

#### **Contacts**

## **Internal**

All Town Councillors  
All staff of the Town Council

## **External**

Representatives of external bodies  
Borough Council Officers  
General Public.

### **Features Requiring Creativity, Innovation or Decision Making**

#### **Customer care**

#### **Working Conditions**

No smoking work area  
Mainly evening or weekend work

## **Person Specification**

### **Arts Centre Assistant**

<b>Essential</b>	<b>Desirable</b>	<b>How Tested</b>
<b><i>Qualifications</i></b>		
Good standard of oral English		Interview
<b><i>Experience</i></b>		
Previous experience of dealing with the public	Previous experience in a reception environment or Customer Care NVQ2 level or equivalent	Interview
<b><i>Special Aptitudes</i></b>		
Ability to work as part of a team	Previous experience of office work	Application form/interview

## **Job Description**

### **Arts Centre Assistant**

#### **Purpose of Job**

- To sell tickets to Arts and Leisure Events.
- To answer simple queries about forthcoming events
- To be responsible for monies received

#### **Key Responsibilities & Activities**

- Selling tickets for Arts & Leisure events, including handling cash, credit cards, and cheques, and posting tickets.
- Dealing with general enquiries from members of the public regarding forthcoming events.
- Handling, totalling and agreeing daily takings
- Display of publicity materials.

#### **Specific Responsibilities**

#### **Staff**

None

#### **Financial Matters**

None

#### **Technical Areas**

None

#### **Other Areas**

#### **Contacts**

#### **Internal**

- All Town Councillors
- All staff of the Town Council

#### **External**

- Representatives of external bodies
- Borough Council Officers
- General Public.

## Features Requiring Creativity, Innovation or Decision Making

### Customer care

#### Working Conditions

No smoking work area

Occasional evening or weekend work by arrangement

### Person Specification

#### Arts Centre Assistant

#### Scale 1

Essential	Desirable	How Tested
<b>Qualifications</b>		
Good standard of written English to GCSE or equivalent level		Application form/interview
<b>Experience</b>		
Word processing experience	Experience of Microsoft Word and word processing to NVQ2 level or equivalent. Internet and e-mail experience.	Application form/interview
Previous experience of dealing with the public	Previous experience in a reception environment or Customer Care NVQ2 level or equivalent	Application form/interview
<b>Special Aptitudes</b>		
Good telephone manner		Interview
Ability to demonstrate attention to detail/accuracy		Practical exercise at interview
Ability to work as part of a team	Previous experience of office work	Application form/interview



## **Job Description**

### **Casual Projectionist**

#### **PURPOSE OF JOB**

##### **To act as projectionist**

To splice and **unsplice** film

To provide other operational assistance as may be needed from time to time

#### **KEY RESPONSIBILITIES & ACTIVITIES**

1. Making up/breaking down films (including splicing films, ads and trailers).
2. Operating Projector (including changing bulbs and spools).
3. Setting up basic sound equipment.
4. Being aware of and adhering to current legislation regarding health and safety, and generally promoting good practice.
5. Ensuring the safe handling and storage of films and bulbs, and the tidiness of projection room.
6. Assisting the Duty Officer in his/her duties.
7. Assisting the Technical Officer in his/her duties.
8. Carrying out any other duties as required by the Centre Manager.

## **SPECIFIC RESPONSIBILITIES**

### **Staff**

None

### **Financial Matters**

None

### **Technical Areas**

Operation of Projector

Operation of basic sound

Operation of house lights

Operation of internal alarm system and switchboard.

### **Contacts**

*Internal*

**All staff of the Town Council**

### **External**

None

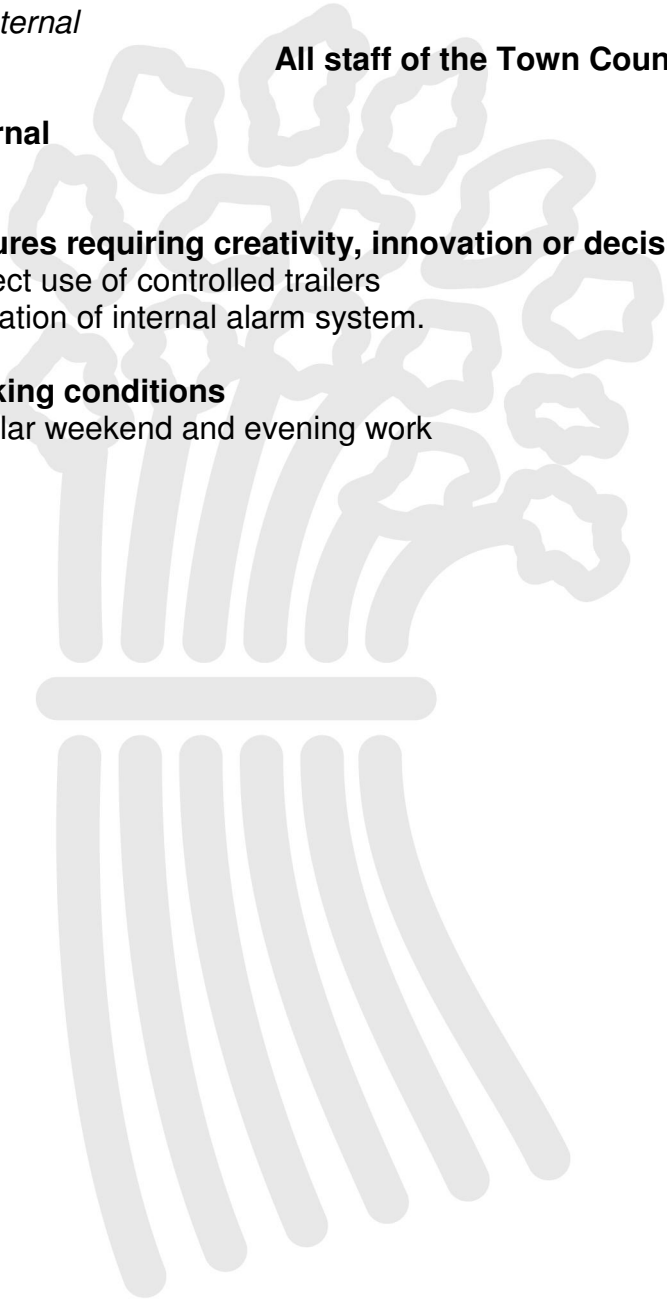
### **Features requiring creativity, innovation or decision taking**

Correct use of controlled trailers

Operation of internal alarm system.

### **Working conditions**

Regular weekend and evening work



## PERSON SPECIFICATION

Attribute or Skill	Essential	Desirable
Education	Good general education	
Training/Knowledge/Skills		Evidence of Projector Operator Training
Experience		One year's projection experience
Personality	Punctual and well-organised. Good communicator	
Physical Requirement	Able to thread film on projector and lift spools onto projector	
Other Requirements	A flexible attitude to work patterns including ability to work regular evenings and weekends	