

Saffron Hall



Recruitment Pack
**Platform
Manager**



About Saffron Music Trust (SMT)

Saffron Hall is one of the UK's leading concert venues, renowned for its exceptional acoustics, inspiring programme and warm welcome. Each year we present an outstanding programme of world-class classical music alongside jazz, folk, contemporary music, comedy, talks and community events, welcoming internationally acclaimed artists and thousands of visitors from across the region and beyond.

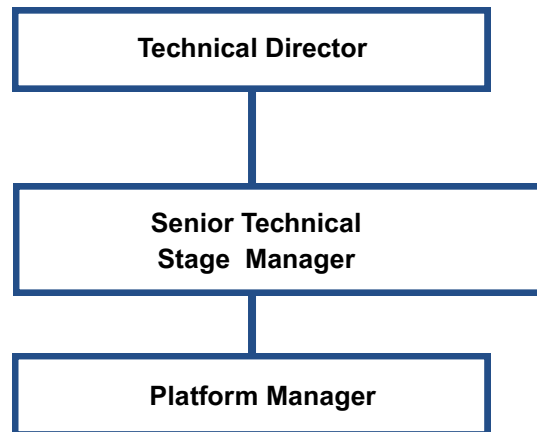
We are looking for an experienced, proactive and personable Platform Manager to join our friendly team. This is a casual event-based role at the heart of our operations, managing the smooth stage and technical delivery of concerts and events. If you enjoy working in a busy environment, take pride in exceptional production values and technical excellence, and want to help create memorable experiences for artists and hirers at one of the country's most respected performance venues, we would love to hear from you.



About the Technical Department

Saffron Hall Recruitment

Structure



Overall Duty and Responsibility

The Technical Department's main focus is to ensure that each and every artist and hirer to Saffron Hall has a truly positive and memorable experience; so much so, they wish to come back time and time again.

As members of the Technical Department, you are often the first people the artists and hirers interact with at an event. First impressions are key and it is therefore imperative that members of this team understand that they are an ambassador of Saffron Music Trust.

Exceptional stage and technical knowledge / skills are imperative and you should feel passionately about delivering these.



Full Job Details

Saffron Hall Recruitment

Position:	Platform Manager
Department:	Technical
Location:	Saffron Walden, Essex
Reporting to:	Senior Technical Stage Manager (dotted line to Technical Director)
Position Type:	Casual staff
Hours:	Casual hours (including evening and weekends). The majority of our events take place Friday to Sunday; however, the occasional weekday is required. Due to the nature of our programmed 'seasons', we are generally quieter over the Summer and again in January/February.
Salary:	£23/hr plus holiday pay
Deadline for application:	Friday 28 August, 5pm
DBS Checking:	This appointment will be subject to an enhanced Disclosure and Barring Service check. Saffron Music Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
HR Contact:	Applications accepted by email only: Subject Line: Platform Manager HR@saffronhall.com

Platform Manager

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Job Purpose:

To provide technical and stage management services for Saffron Music Trust (SMT). This is a casual role with shifts to be agreed upon as required by events. Mainly Friday, Saturday and Sunday including evenings.

Working closely with the Senior Technical Manager and Technical Director and wider team, you will provide outstanding stage and technical expertise and communication to deliver a first-class experience for artists, hirers and staff alike.

Principal Accountabilities:

- To work as part of the team on concerts and other events as Platform Manager and Technician as appropriate.
- To ensure that all stage and technical requirements for rehearsals and concerts are met.
- To take responsibility for contractors, freelance and casual staff on events directing their work as appropriate.
- To act as one of the first aiders working on events, (First Aid at Work training will be given where required).
- To be responsible for emergency evacuation in conjunction with the Duty Manager, (in house training will be given).
- To ensure that all concerts and events are delivered to the highest possible standard in a friendly, welcoming and efficient manner.
- To ensure that the concert delivery team operates at all times in a safe manner and complies with the Health and Safety Policy of Saffron Music trust.
- Undertake all other duties and responsibilities commensurate with the role and level of this job as may be instructed by a manager.

Platform Manager

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Qualifications:

This post is subject to an enhanced Disclosure and Barring Service check.

Essential

- First Aid at work qualification (training will be provided where required).

Desirable

- IPAF qualification 1A or better. Working at height training. PAT testing qualification

Skills:

Essential

- Basic use of the Microsoft office suite and ability to learn other software systems for event management, box office info etc. (training on in house systems will be given).
- Ability to work independently and as part of a team following written and verbal instructions.
- Ability to setup and operate simple audio systems (e.g. single mics for speech, playback of background music).
- Ability to rig, gel and focus lights. Ability to plot simple states on ETC lx boards.

Desirable

- Ability to setup and operate medium audio systems e.g. small band PA 7 – 10 mics.
- Ability to operate and plot led fixtures and moving LX on ETC LX boards.
- Ability to fault find audio and lx systems.
- Knowledge of health and safety legislation and safe working practices.

Experience:

Essential

- Demonstrable experience of working in a technical role in a performing arts environment.

Desirable

- Demonstrable experience of working in concert hall environment as a lighting or sound technician.
- Experience working in an role requiring artist interaction.
- Experience of set construction and safe rigging practices.

How to apply:

To apply, please send a CV and covering letter addressing how your experience matches the role and personal specification to HR@saffronhall.com. The cover letter should be no more than one side of A4.

If you need any changes to our application process or would like to apply in a short video, or another format, we would be happy to support you and accommodate this.

If you would like an informal confidential conversation about this job, please contact chris.wheal@saffronhall.com.

Saffron Music Trust is an equal opportunities employer. We recruit regardless of race, religion, gender, sexual orientation, age, neurodivergence, or disability status and look to employ from a wide range of backgrounds and experiences. We want to make it possible for everyone to shine during the application process, so if there are any other changes, we could make to accommodate you, please let us know. The deadline for applications is Friday 28 August, 5pm.



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