

Sheffield City Trust
Person Specification



Job Title: Operational Support Event Set Up Team Assistant.

Selection Criteria:

CRITERIA	STANDARD	ESSENTIAL/ DESIRABLE	MEASURED BY
Work Experience			
	Proven ability to be physically active, and to move heavy loads for long periods	ESSENTIAL	Application
	Full UK Driving License with less than 3 points and no endorsements	DESIRABLE	Application
	Experience of working in a live music venue or in touring productions	DESIRABLE	Interview / Performance Monitoring
	Experience of working within a conference, Hospitality, or banqueting environment.	DESIRABLE	Application
Knowledge			
	Literacy and numeracy skills (educated to GCSE level C or above in Mathematics and English, or equivalent)	ESSENTIAL	Application
	Ability to identify and develop solutions to technical issues or changing situations	DESIRABLE	Interview
	Thorough knowledge of health and safety within the entertainment environment, safe systems of work.	ESSENTIAL	Interview / Presentation
	Good knowledge of H&S Legislation and Approved codes of practice.	DESIRABLE	Application & Selection Process
	Knowledge of local hire companies and promoters	DESIRABLE	Interview
	A security Mindset and the implications of this on within the Entertainment environment	ESSENTIAL	Selection Process
	Understanding of the ACT and HOT protocols and to have a Security mindset.	ESSENTIAL	Application & Selection Process.
	Knowledge of how the Entertainment and Conference industry runs	DESIRABLE	Application / Interview

Skills			
	Excellent communication skills (written & verbal)	ESSENTIAL	Interview
	An understanding of different needs of a diverse range of people and organisations	ESSENTIAL	Interview
	Flexible and adaptable approach to working patterns. Ability to work evenings, weekends and bank holidays is essential	ESSENTIAL	Performance Monitoring / Interview
	Ability to work under pressure and to tight deadlines	ESSENTIAL	Performance Monitoring / Interview
	Knowledge of and an ability to use Windows based computer systems	ESSENTIAL	Test / Performance Monitoring / Interview
	Exceptional interpersonal skills	ESSENTIAL	Interview
	A can-do approach to all tasks and challenges	ESSENTIAL	Interview
	A team player	ESSENTIAL	Interview
	A smart, clean and professional appearance	ESSENTIAL	Interview
	A calm and pleasant disposition	ESSENTIAL	Interview
	Working knowledge of, or ability to learn Artifax Event Management software	DESIRABLE	Application / Interview / Performance Monitoring
	Electrical training or experience	DESIRABLE	Application
	Strong planning and organisational skills	DESIRABLE	Interview
	Being willing and able to work at Heights	ESSENTIAL	Selection Process
	Hold a relevant IPAF certificate or equivalent working at heights certificates	DESIRABLE	Application Form