

Assistant Venue Technical Manager (Freelance)

Working at:

The Beacon (parks)

Park 1

Wibsey Park, Bradford

31/03/25 - 11/05/25

Park 2

Bowling Park, Bradford

19/05/25 - 29/06/25

Park 3

Cliffe Castle, Bradford

07/07/25 - 17/08/25

Park 4

Lister Park

25/08/25 - 05/10/25

Closing date: 18th February 2025

The Bradford 2025 UK City of Culture programme is running throughout 2025 and is a celebration of Bradford city and district, taking place across its city, towns, villages and greenspaces.

It will showcase the rich history of the district and spotlight its dynamic contemporary culture in all forms; dance and theatre, music and film, visual arts and crafts, food and faith.

As part of our plans to realise this, we are creating two new temporary venues for the District:

Beacon – Travelling Venue Space

Beacon will be our new touring events pavilion, a flagship project for Bradford 2025 which will travel to four park locations during the spring and summer months in 2025, with a capacity of up to 350.

Working alongside the Venue Technical Manager and Venue Operations & Events Manager, you will assist with overseeing the safe, compliant, and effective delivery of technical requirements, ensuring the smooth transition between events, whilst being fully supported by the wider Bradford 2025 team including Production, Programme & Finance.

At times, your role will be responsible for duty management and be central to making sure the venues work brilliantly.

If this sounds like you, we would love to hear from you.

Key responsibilities:

- Assist with technical planning across all events programmed in the venue, ensuring the smooth and safe delivery of technical services, whilst maintaining excellent health & safety practices.
- Assist with management of contractors on site - the position will involve working closely with external contractors, performers, and the wider Bradford 2025 team.
- Coordinate technical requirements within agreed timescales and budgets.
- Pro-active in assisting the Venue Operations & Events Manager in the delivery of all activities, working with external partners and artists as needed, and deputising as necessary.
- This role will also involve duty management at times, overseeing the operational requirements of the venue alongside the venue manager.

To be successful in this role you'll have:

- Proficient professional technical experience within a performance venue including, rigging, lighting, sound, AV and stage.
- Proficient knowledge of theatre or performance venue technical systems, including a high level of competency using a wide range of theatrical and performance equipment and software packages.
- Experience of liaising confidently with a wide range of contractors and stakeholders, performers and the internal Bradford 2025 team.
- Experience of working in temporary event spaces and sites
- Experience working to tight deadlines and working with budgets.
- Experience of Health & Safety management within a performance venue.
- Ability to interpret and implement technical drawings and specifications.
- Knowledge and experience of working on a variety of events in the cultural sector.
- Good problem-solving skills and work calmly under high pressure environments.
- Strong communication skills & a good team player.
- Preferably local to Bradford/West Yorkshire.

Benefits include:

- £19.00 per hour, minimum 4 hour call/shifts
- a minimum of 200 hours per contract worked flexibly

- Confidential Employee Assistant Helpline.

Any additional hours shall be paid at the hourly rate and any hours left over could be used at our city centre venue.

We expect everyone in our team to:

- Develop an understanding of Bradford City of Culture 2025, its values, the benefits it brings to the Bradford District and to funders and sponsors.
- Create a positive working environment, underpinned by our values.
- Act as an ambassador for Bradford City of Culture 2025.
- Drive change in our industry through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity and sustainability.
- Be accountable for the safety of themselves and others by working safely and in accordance with our Health & Safety and Safeguarding Policies.
- Ensure we are collecting and using data from all activities to inform decisions, demonstrate our impact and fulfil our funding conditions in line with GDPR.
- Undertake relevant training and development as required.
- Be open to the opportunities to mentor, train and develop colleagues and participants in Bradford 2025.
- Carry out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of your position.

We're committed to ensuring that everyone feels accepted and can be their true selves at Bradford 2025, and we want our team to reflect our district. We believe that diversity in our team is crucial to our success, so we welcome applications from all races, genders, religions, ages, and sexual orientation as well as from people living with disabilities. We are proud to be an equal opportunity workplace and our ambition is to recruit and retain the best people regardless of background.

If your experience looks different from what we've advertised and you believe that you can bring value to the role, we'd love to hear from you. If you require any adjustments to the recruitment process, please let us know so we can help you to be at your best. This might be as simple as wanting sight of the interview questions ahead of time – whatever it is, just ask and we'll see what we can do.

To apply for the role please send a copy of your CV and a covering note to Production@bradford2025.co.uk